FM02: Issue/Reconcile Checks

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This product includes software developed by the Apache Software Foundation (http://www.apache.org/).

1.1. Introduction

The *Issue/Reconcile Checks* topic covers those activities related to the issuance of checks as payments to providers for the provision of services to children and adults under DCFS care. Checks are issued to providers for care and support activities such as foster care, adoption care, transportation, clothing allowances and other expenditures allowed by DCFS policy.

This topic also incorporates the activities required to periodically reconcile a single care and support checking account used for making these payments. In the case where checks are issued from contingent funds accounts, check reconciliation will be performed manually and eWiSACWIS will not post those payments to the State or County's financial system.

The activities described in this topic occur after the payments from the payments request process described in *FM01: Process Payments* topic have been created and authorized. Once authorized, payment requests are eligible to be disbursed in the next appropriate check issuance cycle.

When a payment cycle is initiated, eWiSACWIS is instructed to select the payments that are eligible for disbursement during that cycle. The payment types include One-Time/On-Request care and support payments, and ongoing care and support payments. Payments are selected based on the following selection criteria:

- By Service Types (current criterion);
- Payment Request Date (to select Payment records that have a Payment Request Date that is prior to or equal to the run date);
- Payment Types (One-Time, Ongoing, Pending Episode-Driven)

The Create Pending Checks batch program selects payments eligible for a check run and generates pending checks entries. The pending check entries will contain all the information necessary for the actual check, except the actual check number and date. These entries are placed on the Checks Table.

Once the Pending Check entries are created, the check information can be reviewed using the Review Pending Checks page as well as the Pending Checks Payee Listing report.

After the pending check review is complete, eWiSACWIS to DOA- EFT File Extract batch program collects the electronic payment and pre-note information and generates a file that is sent to the Department of Administration (DOA) or other entity responsible for printing checks. Another batch program, eWiSACWIS to DOA- Check Write File Extract, generates a file that includes the details of the payments for the specified disbursement cycle. DOA uses this file to print the providers checks and the associated check stubs.

After every check run, DOA- Check Write Program interfaces with eWiSACWIS to provide the check numbers and dates. The DOA to eWiSACWIS- Printed Checks batch program updates the Check, Payment and Payment Adjust tables with the check number and date, and changes the disposition of any In Process checks to Outstanding.

Changes to the status of a check can be made on the Check Disposition page. eWiSACWIS allows changes to be made to the status of a check after it has been printed, but not yet cleared the Treasury. Check dispositions include cancel check and do not pay payments; cancel check and reschedule payments; stop check and do not pay payments; redeposited, expired. Additionally, users can manually clear any check.

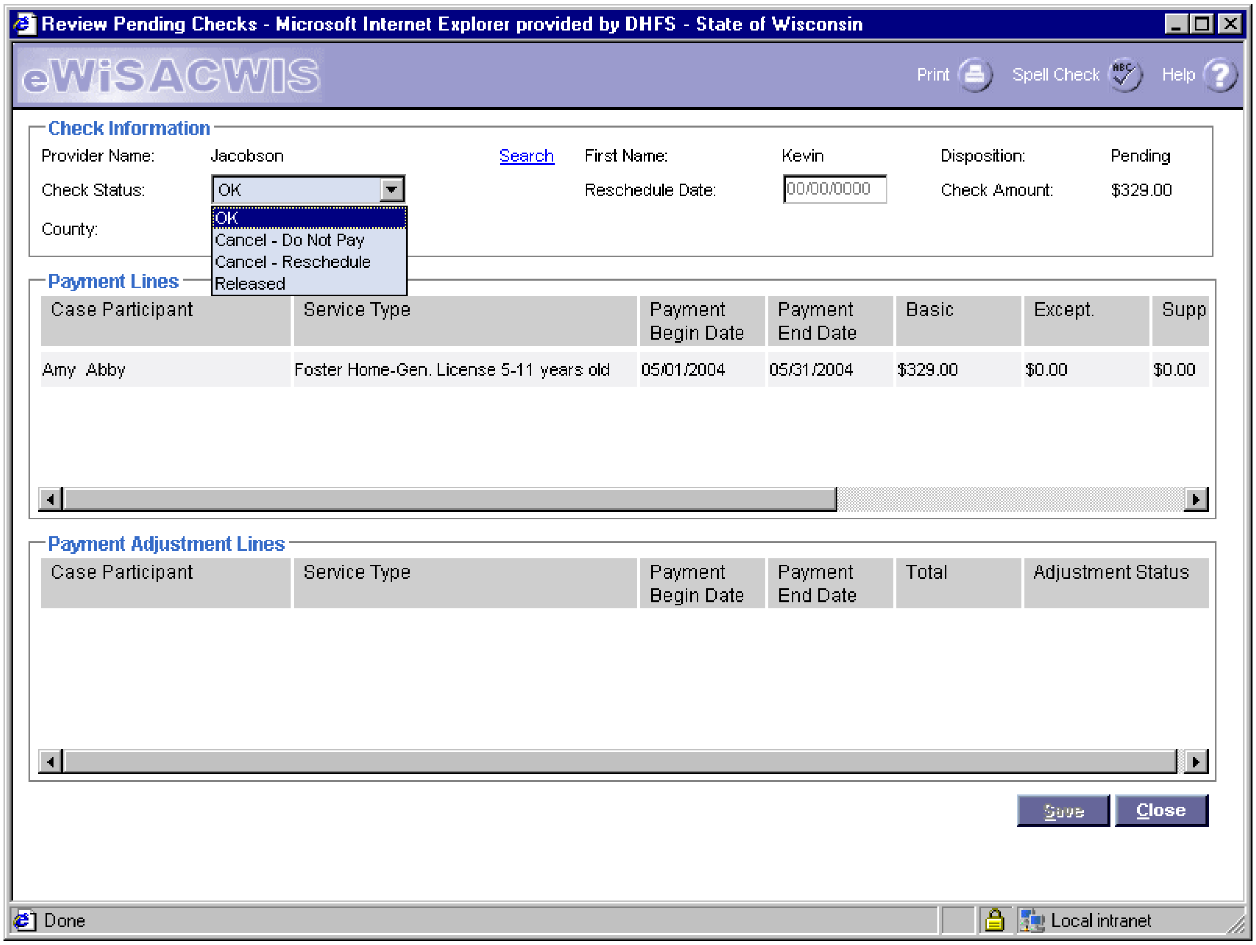
The Voucher Worksheet provides a summary of all accounting information for a given County, or for the State. The eWiSACWIS to FMS-Expenditures batch generates these entries, based on accounting data stored within eWiSACWIS, and is then used to display the data in report format. See Section 1.4.3. for further information.

The Create 1099 Report process totals payments for Providers who are both 1099 eligible and offer 1099 eligible services. This information is provided to the Bureau of Information Systems or any other entity responsible for determining 1099 eligibility.

Finally, the Manual Checks page allows authorized DCFS workers to capture information in eWiSACWIS regarding a check that has been issued outside the normal payroll cycle. DCFS will have the ability to issue a manual check to support a provider’s request.

1.2. Check Pages

1.2.1. Review Pending Checks Page


Review Pending Checks - Microsoft Internet Explorer provided by DHFS - State of Wisconsin
eWiSACWIS
Print
Spell Check
Help
Check Information
Search
OK
Cancel - Do Not Pay
Cancel - Reschedule
Released
Payment Lines
Payment Adjustment Lines
Save
Close
Done
Local intranet

Provider Name: Jacobson
First Name: Kevin
Disposition: Pending
Check Status: OK
Reschedule Date: 00/00/0000
Check Amount: $329.00
County:

Payment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic	Except.	Supp
Amy Abby	Foster Home-Gen. License 5-11 years old	05/01/2004	05/31/2004	$329.00	$0.00	$0.00

Payment Adjustment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status

1.2.1.1. Page Overview

Navigation

After the Pending Checks are created for a disbursement cycle, authorized DCFS users can review the check entries to make any final changes before the check run. This can be performed by looking at the Pending Checks Payee Listing report or through the Review Pending Checks page. This page is accessed through the main menu by selecting Maintain> Financial > Check Pending. The Review Pending Checks page can be also accessed from the Providers and Cases tab on the outliner, by clicking on the hyperlink for Check row with a status of Pending or In Process.

Page Summary

The Provider button is used to access the Search Provider Organization page. The user enters the name of the provider, and clicks Search. If a match is found, the user expands the provider record by clicking on the icon adjacent. Under the Checks icon, the user selects the check they wish to review. Once the selection is made, the user clicks the Continue button to go back to the Review Pending Checks page.

The Review Pending Checks page will display the selected check information. A list of all payments included in the check appears in the Payment Lines group box. A list of all payment adjustments included in the check appears in the Payment Adjustment Lines group box. A worker that has the 'View All Counties' checkbox selected as part of their security may search for and change the status for Pending checks in all Counties. If the worker does not have 'View All Counties access, they will only retrieve Pending checks for their own county and thus can only change the status on checks that are for their County. In this case, if the County of the check and County of the worker do not match, the Pending Check search page will only not display that record at all.

If a worker determines that there has been a problem with a check before it has been issued, they may:

- Reschedule either the entire check (set the Check Status drop down to Cancel-Reschedule), the worker indicates a new scheduled date (the Rescheduled Date in the Check Information group box); or
- Reschedule a specific payment line or lines (set the Payment Status drop down to Cancel- Reschedule in Payment Lines group box), the worker indicates a new scheduled date (the Rescheduled Date in the Check Information group box); or
- Reschedule a specific payment adjustment line or lines (set the Adjustment Status drop down to Cancel- Reschedule in Payment Adjustment Lines group box), the worker indicates a new scheduled date (the Rescheduled Date in the Check Information group box); or
- Cancel- Do Not Pay the entire check (set the Check Status to Cancel- Do Not Pay), and correct the payment information through the Payment Request window (*FM01: Process Payments*); or
- Cancel- Do Not Pay a specific payment line or lines (set the Payment Status to Cancel- Do Not Pay), and correct the payment information through the Payment Request window (*FM01: Process Payments*); or
- Cancel- Do Not Pay a specific payment adjustment line or lines (set the Payment Adjustment Status to Cancel- Do Not Pay).

1.2.1.2. Page Information

Box	Check Information	
Fields	Provider Name:	Last name of the provider; will be brought back from provider search; system derived; not editable.
	First Name:	First name of the provider; will be brought back from provider search; system derived; not editable.

Disposition: Displays the disposition of the check (Pending, In Process); system derived from the Checks table; not editable.

Check Status: Displays the status of the check (Cancel - Do Not Pay, Cancel – Reschedule, and OK). It allows the user to either cancel or reschedule all the payments scheduled for the check; user selected drop down; defaults to OK. An option called ‘Released’ is also displayed in the Check Status dropdown. This option will only be available for counties that use the ‘Release’ functionality. To determine that, Select CODE_DESC.cd_cdesc_type2 from CODE_DESC, CHECKS where CODE_DESC.id_grp= ‘REGION’ and CODE_DESC.id_grpi=CHECKS.cd_cnty. If 1, do NOT display the Released option. If 2, display it. Also, this option will NOT be displayed in the Payment Status dropdown.

Rescheduled Date: The rescheduled date for the payment; enabled only if the Cancel - Reschedule item is selected from the Check Status drop down list box field in the Check Information group box; or if Cancel - Reschedule item is selected in any of the Payment Status drop down list field in the Payment Lines group box; or if Cancel - Reschedule item is selected in any of the Adjustment Status drop down list field in the Payment Adjustment Lines group box ; user entered; defaults to OK.

Check Amount: Total dollar amount of check; defaults to all payment lines from the Payment table minus all payment adjustment lines from the Payment Adjustment table; amount will be recalculated based on each line Payment/Adjustment Status; system derived; not editable.

County: Displays the County for which the check is written; system derived; not editable.

Box Payment Lines

Fields Case Participant: Name of the case participant on whose behalf this payment will be issued; data will be retrieved from the Person table based on person ID in the Payment table; system derived; not editable.

Service Type: The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment table; system derived; not editable.

Payment Begin Date: Payment begin date; data will be retrieved from the Payment table; system derived; not editable.

Payment End Date: Payment end date; data will be retrieved from the Payment table; system derived; not editable.

	Basic:	Dollar amount of the basic rate portion of the payment; data will be retrieved from the Payment table; system derived; not editable.
	Except:	Dollar amount of the exceptional portion of the payment; data will be retrieved from the Payment table; system derived; not editable.
	Suppl.:	Dollar amount of the supplemental portion of the payment; data will be retrieved from the Payment table; system derived; not editable.
	Admin:	Dollar amount of the administrative portion of the payment; data will be retrieved from the Payment table; system derived; not editable.
	Total:	Total dollar amount for the payment; data will be retrieved from the Payment table; system derived; not editable.
	Payment Status:	Displays the status of the payment (Cancel - Do Not Pay, Cancel – Reschedule, and OK). It allows the user to either cancel or reschedule the payment line, recalculates the check amount in the header if any one of the items is selected from the list box. Disabled when either Cancel - Do Not Pay or Cancel - Reschedule item is selected from the Check Status drop down list box in the Check Information group box; user selected; defaults to OK.
Box	Payment Adjustment Lines	
Fields	Case Participant:	Name of the case participant on whose behalf this payment will be issued; data will be retrieved from the Person table based on person ID in the Payment Adjustment table; system derived; not editable.
	Service Type:	The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment Adjustment table; system derived; not editable.
	Payment Begin Date:	Payment begin date; data will be retrieved from the Payment Adjustment table; system derived; not editable.
	Payment End Date:	Payment end date; data will be retrieved from the Payment Adjustment table; system derived; not editable.
	Total:	Dollar amount for the payment adjustment; data will be retrieved from the Payment Adjustment table; data is displayed as a negative amount; system derived; not editable.
	Adjustment Status:	Displays the status of the payment adjustment (Cancel - Do Not Pay, Cancel – Reschedule, and OK). It allows the user to either cancel or reschedule the payment adjustment line, recalculates the check amount in the header if any one of the items is selected

	from the list box. Disabled when either Cancel - Do Not Pay or Cancel - Reschedule item is selected from the Check Status drop down list box in the Check Information group box; user selected; defaults to OK.
Options	None

Links	Search	Hyperlink used to search out a provider record.

Buttons	Save	Saves all changes made to the page.
	Close	Closes the page and returns the user back to the desktop. (An alert is given to save the page if changes have been made.)

1.2.1.3. Background Processing

1. The Provider Name will be filled in after the worker completes the provider search. When a user selects the Search hyperlink, the user is taken to the Search Provider Organization window (refer to *CM10: Search* topic paper). Once the search is completed, and a check entry is selected, eWiSACWIS brings the check information along with associated payment and payment adjustment information back to the Review Pending Checks page.
2. If the County associated with the check entry does not match the County of the worker accessing the window, the check will not display on the search page. A worker from a differing County cannot retrieve nor modify the status of the check.
3. If the check entry (selected on the Search Provider Organization window) has a disposition other than ‘P’- Pending then the record will not be displayed. Only Checks table records with a disposition (CD_CHCK_DISP) = ‘P’ (pending) will be displayed and selectable on the Review Pending Checks search page.
4. If (CD_CHCK_DISP) = “P”, then Check Status, Payment Status, and Adjustment Status drop-downs are enabled. The Disposition field will display “Pending”.
5. In the Payment Lines group box, using the Person ID (ID_PRSN) from the Payment table, read the Person table and retrieve the First Name (NM_FRST) and Last Name (NM_LST) and display them in the Case Participant field of the page.
6. In the Payment Adjustment Lines group box, using the Person ID (ID_PRSN) from the Payment Adjustment table, read the Person table and retrieve the First Name (NM_FRST) and Last Name (NM_LST) and display them in the Case Participant field of the page.
7. In the Payment Lines group box, using the service code (CD_SRVC) from the Payment table, read the Service Types table and retrieve the service description and display it in the Service Type field of the page.
8. In the Payment Adjustment Lines group box, using the service code (CD_SRVC) from the Payment Adjustment table, read the Service Types table and retrieve the service

description and display it in the Service Type field of the page.

9. In the Payment Adjustment Lines group box, the Total field amount is displayed as a negative amount.
10. Selecting the ‘Released’ option will change the Payment Status dropdown to ‘OK’ and disable it for all associated payments and payment adjustments.

1.2.1.4. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if they would like to ‘Save changes before closing the page.’

When the worker clicks on the Save button, the system performs the following processing.

- Recalculate the Check Information group box *Check Amount* by subtracting the payment line total for all payment lines that were removed, and adding the payment adjustment line amount for all payment adjustment lines that were removed. If the Check Amount is negative, then a message, “Check Amount cannot be a negative amount.’ is displayed.
- If the “Cancel - Do Not Pay” item is selected from the Check Status drop down list box in the Check Information group box:

1. Deletes the Checks table record associated with this particular Pending Checks entry.
2. Change the Check ID, Check number, Check date, Payee ID to null in the Payment table for each of the associated payments.
3. Change the Check ID, Check number, Check date and Payee ID to null in the Payment Adjustment table for each of associated payment adjustments.
4. Updates the payment status i.e., CD_PMNT_STAT, with a value of ‘C’ on the Payment table on each of the payment lines associated with the check.
5. Updates the payment adjustment status i.e., CD_PMNT_STAT, with a value of ‘C’ on the Payment Adjustment table on each of the payment adjustment lines associated with the check.
6. If PAYMENT.CD_RECOUP=’R’ and PAYMENT.FL_REPAID=’Y’ for the payment table row where PAYMENT.ID_PMNT=PAYMENT_ADJUST.ID_OVP_PMNT (of the canceled overpayment adjustment), then set PAYMENT.CD_RECOUP=’O’ and PAYMENT.FL_REPAID=’N’.
7. Upon save, CHECKS.cd_chck_disp=‘R’, CHECKS.ts_up=sysdate, CHECKS.id_up=id of worker who made the change. No changes will be made to the associated Payment or Payment adjustment rows.

- If the “Cancel - Reschedule” item is selected from the Check Status drop down list box in the Check Information group box:

1. Delete the Checks table record associated with this particular Pending Checks entry.

2. Change the Check ID, Check number, Check date and Payee ID to null in the Payment table for each of the associated payments.
3. Change the Check ID, Check number, Check date and Payee ID to null in the Payment Adjustment table for each of associated payment adjustments.
4. Updates the payment status i.e., CD_PMNT_STAT, to null in the Payment table for each of the payment lines associated with the check.
5. Updates the payment status i.e., CD_PMNT_STAT, to null in the Payment Adjustment table for each of the payment adjustment lines associated with the check.
6. For all the payment lines, change the Date Requested on the Payment table to the Reschedule Date.
7. For all the payment adjustment lines, change the Date Requested on the Payment Adjustment table to the Reschedule Date.

- If the “Cancel - Do Not Pay” item is selected from the Payment Status drop down list box in the Payment Lines group box:

1. Change the Check ID, Check number, Check date and Payee ID to null on the Payment table.
2. Updates the Payment Status i.e., CD_PMNT_STAT, with a value of ‘C’ on the payment table.
3. Recalculate the Check Information group box *Check Amount* by subtracting the Payment Line Amount that was removed and update the Check table with the new Amount.
4. If ‘Cancel- Do Not Pay’ is selected from all the payment lines and payment adjustment lines, then the same item is being set in the check status drop down list box and disables the reschedule date in the check information group box.

- If the “Cancel - Reschedule” item is selected from the Payment Status drop down list box in the Payment Lines group box:

1. Change the Check ID, Check number, Check date and Payee ID to null on the Payment table.
2. Change the Date Requested on the Payment table to the Reschedule Date in the check information group box.
3. Updates the payment status i.e., CD_PMNT_STAT, to null on the Payment table.
4. Recalculate the Check Information group box *Check Amount* by subtracting the Payment Line Amount that was removed and update the Check table with the new Amount.
5. If ‘Cancel- Reschedule’ is selected from all the payment lines and payment adjustments lines, then the same item is being set in the check status drop down list box and enables the reschedule date in the check information group box.

- If the "Cancel - Do Not Pay" item is selected from the Adjustment Status drop down list box in the Payment Adjustment Lines group box:

1. Change the Check ID, Check number, Check date and Payee ID to null on the Payment Adjustment table.
2. Updates the Payment Status i.e., CD_PMNT_STAT, with a value of 'C' on the Payment Adjustment table.
3. Recalculate the Check Information group box *Check Amount* by adding the Payment Adjustment Line Total that was removed and update the Check table with the new Amount.
4. If PAYMENT.CD_RECOUP='R' and PAYMENT.FL_REPAID='Y' for the payment table row where PAYMENT.ID_PMNT=PAYMENT_ADJUST.ID_OVP_PMNT (of the canceled overpayment adjustment), then set PAYMENT.CD_RECOUP='O' and PAYMENT.FL_REPAID='N'.
5. If 'Cancel- Do Not Pay' is selected from all the payment and payment adjustment lines, then the same item is being set in the check status drop down list box and enables the reschedule date in the check information group box.

- If the "Cancel - Reschedule" item is selected from the Adjustment Status drop down list box in the Payment Adjustment Lines group box:

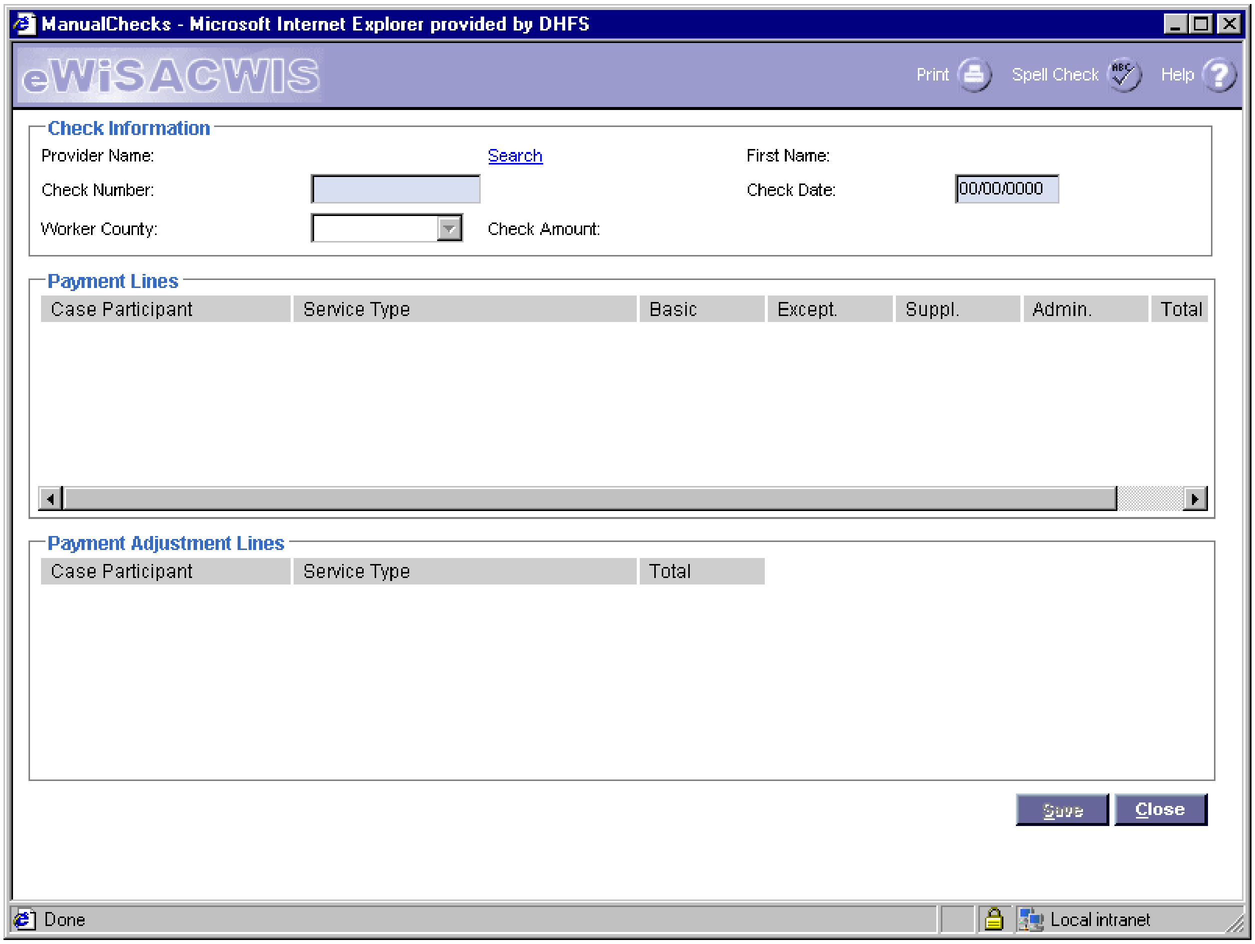
1. Change the Check ID, Check number, Check date and Payee ID to null on the Payment Adjustment table.
2. Change the Date Requested on the Payment Adjustment table to the Reschedule Date in the check information group box.
3. Updates the payment status i.e., CD_PMNT_STAT, to null on the Payment Adjustment table.
4. Recalculate the Check Information group box *Check Amount* by adding the Payment Adjustment Line Total that was removed and update the Check table with the new Amount.
5. If 'Cancel- Reschedule' is selected from all the payment lines and payment adjustments lines, then the same item is being set in the check status drop down list box and enables the reschedule date in the check information group box.

1.2.1.5. CRUD Matrix

TABLE	CRUD
Checks	RUD
Payment	RU
Payment Adjustment	RU

Service Type	R
Person	R
Provider Org	R
Worker	R

1.2.2. Manual Checks Page


ManualChecks - Microsoft Internet Explorer provided by DHFS
eWiSACWIS
Print
Spell Check
Help
Check Information
Provider Name:
Search
First Name:
Check Number:
Check Date:
00/00/0000
Worker County:
Check Amount:
Payment Lines
Case Participant
Service Type
Basic
Except.
Suppl.
Admin.
Total
Payment Adjustment Lines
Case Participant
Service Type
Total
Save
Close
Done
Local intranet

1.2.2.1. Page Overview

Navigation

The Manual Checks page is accessed from the main menu by selecting Create> Financial Work> Manual Checks.

Page Summary

The Manual Checks page allows authorized users to capture information regarding a check generated manually outside the normal payroll cycle. In eWiSACWIS, there are two ways to record manual checks. For emergency services payments, recording the manual check information is done using the Payment Request page (refer to *FM01: Process Payments* topic paper). For payments that are usually disbursed by eWiSACWIS, if a manual check is issued, the Manual Checks page is used to record the check information. Using this page, the user specifies the check number used, the date the check was issued, and the authorized payments and payment adjustments to be included in the check. Payments and payment adjustments included in a manual check will not be included in any subsequent checks issued to that payee.

The Search hyperlink is used to access the Search Provider Organization page. The user enters the name of the payee, and clicks Search button. If a match is found, the user selects the provider record, and clicks Continue to go back to the Manual Checks page. If the payment requested is for the same County as the worker accessing the page, the associated payment and payment adjustment information is retrieved. No payment or payment adjustment lines associated with a different County are displayed.

On the Manual Checks page, the selected provider information is displayed in the Check Information group box. The Payment Lines group box will list all the provider's payments that are not associated with any checks. The Payment Adjustment group box lists all payment adjustments that are not associated with any checks.

1.2.2.2. Page Information

Box	Check Information	
Fields	Provider Name:	The last name of the provider; will be brought back from provider search; system derived; not editable
	First Name:	The first name of the provider; will be brought back from provider search; system derived; not editable
	Check Number:	The check number; user entered
	Check Date:	The check date; user entered
	Check Amount:	Total dollar amount of payment; defaults to zero, calculated from all payment lines minus all payment adjustments included in the manual check; system derived; not editable
	Worker County:	The County of the worker accessing the window; system derived; not editable.
Box	Payment Lines	
Fields	Case Participant:	Name of the case participant on whose behalf this payment will be issued; data will be retrieved from the Payment table and the Person table based on the person ID; system derived; not editable
	Service Type:	The type of service scheduled for payment; data will be retrieved from the Payment table and Service Types table based on service code; system derived; not editable
	Basic:	Dollar amount of the basic rate portion of the payment; data will be retrieved from the Payment table; system derived; not editable
	Except:	Dollar amount of the exceptional portion of the payment; data will be retrieved from the Payment table; system derived; not editable
	Suppl.:	Dollar amount of the supplemental portion of the payment; data will be retrieved from the Payment table; system derived; not

		editable
	Admin:	Dollar amount of the administrative portion of the payment; data will be retrieved from the Payment table; system derived; not editable
	Total:	Total dollar amount for the payment; data will be retrieved from the Payment table; system derived; not editable
	Include:	Check box which allows the user to include the payment line in the check; when checked, the check amount is recalculated in the header; defaults to not checked; user selected
Box	Payment Adjustment Lines	
Fields	Case Participant:	Name of the case participant on whose behalf this payment adjustment will be issued; data will be retrieved from the Payment Adjustment table and the Person table based on the person ID; system derived; not editable
	Service Type:	The type of service for payment adjustment; data will be retrieved from the Payment Adjustment table and Service Types table based on service code; system derived; not editable
	Total:	Dollar amount for the payment adjustment; data will be retrieved from the Payment Adjustment table; system derived; not editable
	Include:	Check box which allows the user to include the payment adjustment line in the check; when checked, the check amount is recalculated in the header; defaults to not checked; user selected
Options		None
Links	Search	Hyperlink used to search out a provider record.
Buttons	Save	Saves all changes made to the page.
	Close	Closes the page and returns the user back to the desktop. (An alert is given to save the page if changes have been made.)

1.2.2.3. Background Processing

1. The Provider Name will be filled in after the worker completes the provider search. When the worker clicks on the Provider button, they are taken to the Search Provider Organization window (Refer to *CM10: Search* topic paper). Once the search is completed, and a provider entry is selected, eWiSACWIS brings the provider information along with associated payment and payment adjustment information back to the Manual Checks page.

2. The Worker's County will be filled in when accessing the Manual Checks
3. page. This is derived from WORKER.CD_OFC_DIV for the worker accessing the page.
4. Show Payment table rows based on the following selection criteria:
   - PAYMENT.ID_PAYEE= PROVIDER_ORG.ID_PRVD_ORG for the provider specified in the search.
   - PAYMENT.CD_CNTY_NEW = WORKER.CD_OFC_DIV for the payment selected in the search.
   - For the Payment table rows retrieved:
     - If PAYMENT.AM_RQST is a negative amount, do not select the record.
     - If PAYMENT.CD_PMNT_STAT is =’C’, do not select the record.
     - The system determines if the appropriate approvals have been applied to the Payment table entry by reading the Approvals table using the Payment ID (ID_PMNT) and checking the approval status. If the Action Code (CD_ACTN) = “A” and Status Code (CD_STAT) = “A” then continue processing else do not select record.
     - Check ID (PAYMENT.ID_CHCK) is Null.
     - Using the Service Type Code from the Payment record read the Service Type table. If FL_NON_SYS_DISB = ‘Y’, do not select the record, else continue processing.
5. Show Payment Adjustment table rows based on the following selection criteria:
   - PAYMENT_ADJUST.ID_PAYEE= PROVIDER_ORG.ID_PRVD_ORG for the provider specified in the search.
   - PAYMENT_ADJUST.CD_CNTY = WORKER.CD_OFC_DIV for the payment adjustments selected.
   - For the Payment Adjust table rows retrieved:
     - If PAYMENT_ADJUST.CD_PMNT_STAT is =’C’, do not select the record.
     - If PAYMENT_ADJUST.CD_ADJST_STAT is <>’B’, do not select the record.
     - The system determines if the appropriate approvals have been applied to the Payment Adjustment table entry by reading the Approvals table using the Payment Adjustment ID (ID_PMNT) and checking the approval status. If the Action Code (CD_ACTN) = “A” and Status Code (CD_STAT) = “A” then continue processing else do not select record.
     - Check ID (PAYMENT_ADJUSTMENT.ID_CHCK) is Null.
     - Using the Service Type Code from the Payment record read the Service Type table. If FL_NON_SYS_DISB = ‘Y’, do not select the record, else continue processing.

4. Using the Person ID (ID_PRSN) from the Payment table read the Person table and retrieve the First Name (NM_FRST) and Last Name (NM_LST) and displays them in the Case Participant field of the window.
5. Using the Person ID (ID_PRSN) from the Payment Adjustment table read the Person table and retrieve the First Name (NM_FRST) and Last Name (NM_LST) and displays them in the Case Participant field of the window.

1.2.2.4. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if they would like to ‘Save changes before closing the page.’

After the user clicks the Save button, the system performs the following processing:

- Calculates the Check Amount in the Check Information group box by adding the Payment Line amounts for those rows with *Include* selected and subtracting the Payment Adjustment Line amounts for those rows with *Include* selected. If the Check Amount is negative, then a message, “Check Amount cannot be a negative amount.’ is displayed.
- If Check Amount is positive , then a record is added to the Checks table with the fields set accordingly:

1. Check ID (ID_CHCK)	System generated number
2. Check Number (ID_CHCK_NMBR)	Assigned check number
3. Date of Check (DT_CHCK)	Date check issued
4. Provider ID (ID_PRVD_ORG)	Set to the Provider ID from the Provider Data Retrieval Search
5. Check Method (CD_CHCK METH)	Set to ‘M’ for Manual
6. Check Amount (AM_CHCK)	Calculated summary amount
7. Check Disposition Code (CD_CHCK_DISP)	Set to “O” for outstanding
8. Check Disposition Date (DT_DISP)	Check Disposition Date
9. Flag Posted (FL_POSTED)	Check posting flag set to ‘Y’
10. Payee Name (TX_PAYEE)	Payee Name is set to PROVIDER_ ORG.TX_PAYEE for the Provider from the Search (if PROVIDER_ORG.TX_PAYEE <> Null) Or the name of the provider from the provider search (TX_PRVD_NM) (if PROVIDER_ORG.TX_PAYEE = Null).

11. County (CD_CNTY)	County is set to the county of the worker logged in (WORKER.CD_OFC_DIV)

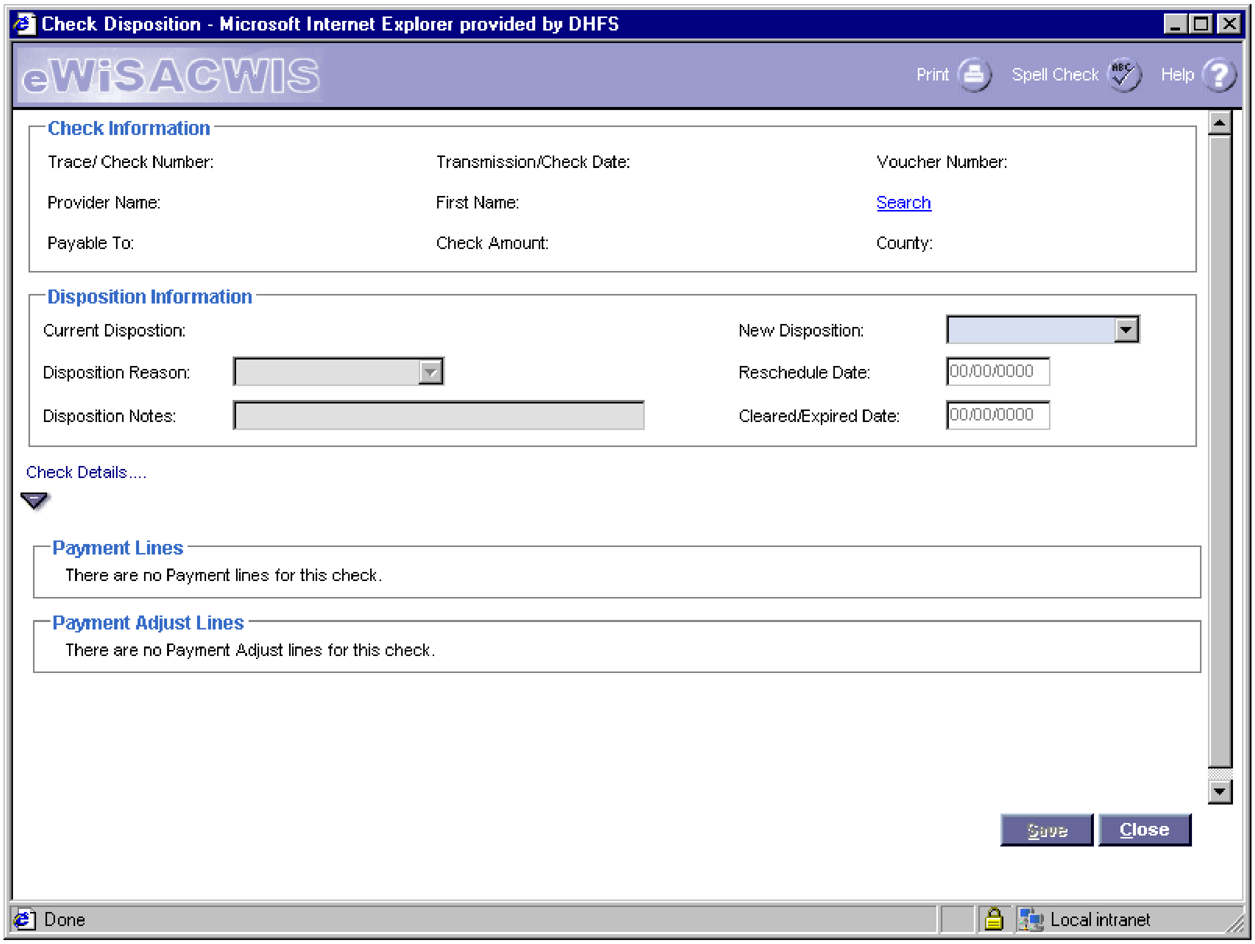
- Updates the Payment (Payment_Adjust) table records as follows:

1. Check ID (ID_CHCK)	Set to the ID_CHCK from the Check table
2. Check Number (ID_CHCK_NMBR)	Assigned check number
3. Date of Check (DT_CHCK)	Date check was issued

1.2.2.5 CRUD Matrix

TABLE	CRUD
Checks	C
Payment	RU
Payment Adjustment	RU
Service Type	R
Person	R
Provider Org	R
Worker	R

1.2.3 Check Disposition Page


Check Disposition - Microsoft Internet Explorer provided by DHFS
eWiSACWIS
Print
Spell Check
Help
Check Information
Trace/ Check Number:
Transmission/Check Date:
Voucher Number:
Provider Name:
First Name:
Search
Payable To:
Check Amount:
County:
Disposition Information
Current Dispostion:
New Disposition:
Disposition Reason:
Reschedule Date:
00/00/0000
Disposition Notes:
Cleared/Expired Date:
00/00/0000
Check Details....
Payment Lines
There are no Payment lines for this check.
Payment Adjust Lines
There are no Payment Adjust lines for this check.
Save
Close
Done
Local intranet

1.2.3.1. Page Overview

Navigation

This Check Disposition page is accessed through the main menu by selecting Maintain> Financial > Check Disposition. The Check Disposition page can also accessed from the Providers and Cases expando on the outliner by expanding the Check row and clicking on the hyperlink for a check with a disposition of Outstanding, Canceled, Expired, Cleared, Redeposited or Stopped.

Page Summary

The Check Disposition page is used to document the disposition of a check after it has been printed, but has not cleared the treasury. A check may be assigned a new disposition for a number of reasons including:

- Errors, such as a wrong address or vendor on the check. The check can be canceled or canceled and rescheduled for issuance after the problem is corrected. Similarly, if a check is damaged or lost, the check can be rescheduled. Generally, a cancel disposition is issued before the check has been disbursed from DCFS.

- An authorized user, in conjunction with the Treasury, may stop payment on a check. A reason can be entered for the stop payment in the Disposition Notes box. Generally, a stop payment disposition is issued after the check has been disbursed from DCFS.

The Search hyperlink is used to access the Search Provider Organization page. The user enters the provider name and conducts the search by clicking the Search button. If a match is found, the user selects the desired check (listed under the Checks icon for the provider). Once the selection is made the user selects Continue to go back to the Check Disposition page. In order for a worker to select a check from the Search page the the check must be written from the same County as the worker accessing the page or the worker must have 'View All Counties' access. If the worker does not have the 'View All Counties' checkbox selected as part of their security, and the County codes do not match, the check record will not be displayed on the Search page. If the worker does have the 'View All Counties' capabilities, they may change the New Disposition for checks from all counties. All checks that have are not in a Pending or In Process status and match the county of the worker will be retrieved by the search.

The Check Details expando is used to view the payment details for the check selected on the Check Disposition page. A list of all payments included in the check appears in the Payment Lines group box. A list of all payment adjustments included in the check appears in the Payment Adjustment Lines group box. This section is view-only at all times.

1.2.3.2. Page Information

Box Check Information

Fields

Trace/Check Number:	For physical checks, this field displays the unique check number that is assigned by DOA and that appears on the provider’s check. For electronic deposits, this field displays the unique trace number that is assigned by the ‘eWiSACWIS to DOA- EFT File Extract’ batch program for each of the entries on an EFT file; system derived; not editable
Transmission/Check Date:	For physical checks, this field displays the check date that is assigned by DOA and that appears on the provider’s check. For electronic deposits, this field displays the transmission date that is assigned by the ‘eWiSACWIS to DOA- EFT File Extract’ batch program for each EFT file; system derived; not editable
Voucher Number	The Voucher Number of the check; system derived; not editable
Provider Name:	The last name of the provider; will be brought back from

	Provider search; system derived; not editable
First Name:	The first name of the provider; will be brought back from Provider search; system derived; not editable
Search	Hyperlink used to access Provider search.
Payable To:	The name of the payee as displayed on the check for physical checks; system derived; not editable
Check Amount:	Total dollar amount of the check which is the sum of all payment lines from the Payment table minus all payment adjustments from Payment Adjustment table; system derived; not editable
County:	Displays the County for which the check was written; system derived, not editable.

Box Disposition Information

Fields

Current Disposition:	The current disposition of the check from the Checks table; system derived; not editable
New Disposition	The new disposition for a check; user selected drop down.
Disposition Reason:	The reason for new disposition; user selected drop down.
Reschedule Date:	The rescheduled date for this canceled check; defaults to today's date; enabled and required if "Cancel-Reschedule" item is selected in the New Disposition drop down list box; user entered.
Disposition Notes:	Brief explanation of the disposition; user entered text field.
Cleared/ Expired Date:	The cleared or expired date for this check; defaults to today's date; enabled and required if "Cleared" or "Expired" item is selected in the New Disposition drop down list box; user entered.

Box Payment Lines (Check Details expando)

Fields

Case Participant:	Name of the case participant on whose behalf this payment will be issued; data will be retrieved from the Person table based on person ID in the Payment table; System derived.
Service Type:	The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment

		table; System derived.
	Basic:	Dollar amount of the basic rate portion of the payment; data will be retrieved from the Payment table; System derived.
	Except:	Dollar amount of the exceptional portion of the payment; data will be retrieved from the Payment table; System derived.
	Suppl.:	Dollar amount of the supplemental portion of the payment; data will be retrieved from the Payment table; System derived.
	Admin:	Dollar amount of the administrative portion of the payment; data will be retrieved from the Payment table; System derived.
	Total:	Total dollar amount for the payment; data will be retrieved from the Payment table; System derived.
Box	Payment Adjustment Lines (Check Details expando)	
Fields	Case Participant:	Name of the case participant on whose behalf this payment will be issued; data will be retrieved from the Person table based on person ID in the Payment Adjustment table; System derived
	Service Type:	The service type for the payment; data will be retrieved from the Service Type table based on the service code in the Payment Adjustment table; System derived
	Total:	Dollar amount for the payment adjustment; data will be retrieved from the Payment Adjustment table; data is displayed as a negative amount; System derived
Options		None
Links	Search	Hyperlink used to search out a provider record.
Buttons:		
	Save	Saves all changes made to the page.
		Close Closes the page and returns the user back to the desktop. (An alert is given to save the page if changes have been made.)

1.2.3.4. Background Processing

- For checks with a CHECKS.CD_CNTY <> WORKER.CD_OFC_DIV, the Check Disposition Search page will not retrieve that record.

- For checks with a disposition of pending or in process, the search page will not display. For checks with a disposition of canceled, stopped or cleared, the Check Disposition page is view only.
- If the New Disposition = Cancel- Reschedule, then Reschedule Date is enabled, required and defaults to current system date.
- If the New Disposition = Cleared, then Cleared/Expired Date is enabled, required and defaults to current system date.
- If the New Disposition = Expired, then Cleared/Expired Date is enabled, required and defaults to current system date.
- For the Check Details expando, the Payment and Payment_Adjust table rows are retrieved based on ID_CHCK for the check selected on the Check Disposition page.

1.2.3.5. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if they would like to 'Save changes before closing the page.'
- For checks with Cancel- Do Not Pay disposition:

  The online page processing will not break the link between the payments and check row, or between the payment adjustments and check row. On Payment and Payment Adjustment tables:

  CD_PMNT_TYPE ='D' (Do Not Pay)
  CD_PMNT_STAT ='C' (Canceled)

  On Payment table:

  If CD_RECOUP='R' and FL_REPAID='Y' for the payment table row where PAYMENT.ID_PMNT=PAYMENT_ADJUST.ID_OVP_PMNT (of the canceled overpayment adjustment), then set CD_RECOUP='O' and FL_REPAID='N'.

  On Checks table:

  CD_CHCK_DISP='C' (Canceled)

  For those payments and payment adjustments that make up the canceled check, WiSACWIS will not send any re-deposit information to the state's financial system (eWiSACWIS to FMS- Expenditures interface).

- For checks with Cancel - Reschedule disposition:

  The online page processing will break the link between the payments and check row, and payment adjustments and check row, to allow the payment and payment adjustment rows to be picked up in a subsequent check run. On the Payment and Payment Adjustment table:

  DT_CHCK= Null

ID_CHCK= Null
ID_CHCK_NMBR= Null
DT_RQST= Reschedule Date
CD_PMNT_STAT='R' (Rescheduled)
ID_VCHR_NO=NULL
ID_PAYEE=NULL

On Checks table:

CD_CHCK_DISP='C' (Canceled)

For those payments and payment adjustments that make up a canceled and re-scheduled check, eWiSACWIS will not send any re-deposit information to the state's financial system (eWiSACWIS to FMS- Expenditures interface). However, in the next check run, the payments and payment adjustments information will be re-included as new payments and payment adjustments in the 'eWiSACWIS to FMS-Expenditures' and 'eWiSACWIS to DOA- Check Write File Extract' interfaces.

- For checks with Stop - Do Not Pay disposition:

  The online page processing will not break the link between the payments and check row, or between the payment adjustments and check row. On Payment and Payment Adjustment tables:

  CD_PMNT_TYPE ='D' (Do Not Pay)
  CD_PMNT_STAT ='C' (Canceled)

  On Payment table:

  If CD_RECOUP='R' and FL_REPAID='Y' for the payment table row where PAYMENT.ID_PMNT=PAYMENT_ADJUST.ID_OVP_PMNT (of the canceled overpayment adjustment), then set CD_RECOUP='O' and FL_REPAID='N'.

  On Checks table:

  CD_CHCK_DISP='S' (Stopped)

  FL_STP_PMNT='Y'

  For those payments and payment adjustments that make up the stopped check, eWiSACWIS will not send any re-deposit information to the state's financial system (eWiSACWIS to FMS- Expenditures interface).

- For checks with Cleared disposition:

  The online page processing will not break the link between the payments and check row, or between the payment adjustments and check row.

  On Checks table:

  CD_CHCK_DISP='L' (Cleared)

- For checks with Redeposited disposition:

The online page processing will not break the link between the payments and check row, or between the payment adjustments and check row. On Payment and Payment Adjustment tables:

CD_PMNT_TYPE =‘D’ (Do Not Pay)
CD_PMNT_STAT =‘C’ (Canceled)

On Payment table:

If CD_RECOUP=’R’ and FL_REPAID=’Y’ for the payment table row where PAYMENT.ID_PMNT=PAYMENT_ADJUST.ID_OVP_PMNT (of the canceled overpayment adjustment), then set CD_RECOUP=’O’ and FL_REPAID=’N’.

On Checks table:

CD_CHCK_DISP=‘D’ (Redeposited)

For those payments and payment adjustments that make up the canceled check, eWiSACWIS will not send any re-deposit information to the state’s financial system (eWiSACWIS to FMS- Expenditures interface).

- For checks with Expired disposition:

The online page processing will not break the link between the payments and check row, or between the payment adjustments and check row. On Payment and Payment Adjustment tables:

CD_PMNT_TYPE =‘D’ (Do Not Pay)
CD_PMNT_STAT =‘C’ (Canceled)

On Payment table:

If CD_RECOUP=’R’ and FL_REPAID=’Y’ for the payment table row where PAYMENT.ID_PMNT=PAYMENT_ADJUST.ID_OVP_PMNT (of the canceled overpayment adjustment), then set CD_RECOUP=’O’ and FL_REPAID=’N’.

On Checks table:

CD_CHCK_DISP=‘E’ (Expired)

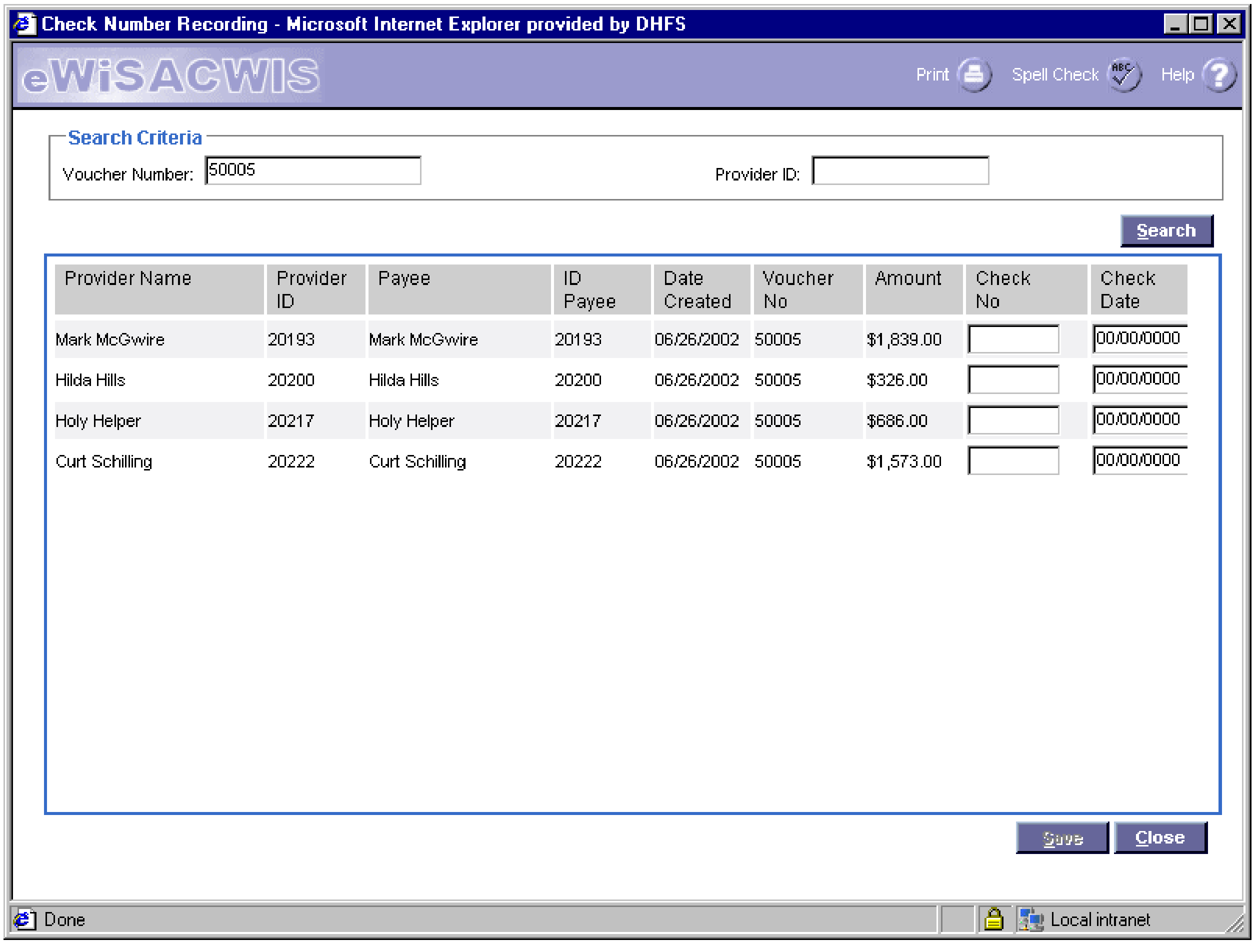
For those payments and payment adjustments that make up the expired check, eWiSACWIS will not send any re-deposit information to the state’s financial system (eWiSACWIS to FMS- Expenditures interface).

1.2.3.5 CRUD Matrix

TABLE	CRUD
Checks	U, R
Payment	U, R
Payment Adjustment	U, R

Service Type	R
Person	R
Provider Org	R
Worker	R

1.2.4 Check Number Recording Page


Check Number Recording - Microsoft Internet Explorer provided by DHFS
eWiSACWIS
Print
Spell Check
Help
Search Criteria
Search
Save
Close
Done
Local intranet

Voucher Number: 50005

Provider ID:

Provider Name	Provider ID	Payee	ID Payee	Date Created	Voucher No	Amount	Check No	Check Date
Mark McGwire	20193	Mark McGwire	20193	06/26/2002	50005	$1,839.00		00/00/0000
Hilda Hills	20200	Hilda Hills	20200	06/26/2002	50005	$326.00		00/00/0000
Holy Helper	20217	Holy Helper	20217	06/26/2002	50005	$686.00		00/00/0000
Curt Schilling	20222	Curt Schilling	20222	06/26/2002	50005	$1,573.00		00/00/0000

1.2.4.1. Page Overview

Navigation

The Check Number Recording page is accessed by selection Maintain > Financial > Check Number Recording.

Page Summary

The Check Number Recording page is used to enter Check Number and Check Date, after a check is "In Process." A check is searched by either Provider ID or Voucher Number. The page is used by counties that have established a financial interface with eWiSACWIS. Once the Check Number and Check Date are received the status of check changes to "Outstanding." Checks that are "Outstanding" are incorporated into the Reimbursement process (See Topic Paper *FM04a: Reimbursement*).

1.2.4.2. Page Information

Fields	Provider Name:	Name of the provider to whom this check was issued; data will be retrieved PROVIDER_ORG.nm_prvd_lst, nm_prvd_frst where PROVIDER_ORG.id_prvd_org = CHECKS.id_prvd_org;

System derived, not user editable.

Provider ID: Unique ID of the provider to whom this check was issued; data will be retrieved CHECKS.id_prvd_org; System derived, not user editable.

Payee: Name of the person to whom the check was; written CHECKS.tx_payee; System derived, not user editable.

Payee ID: Unique ID of the person to whom the check was issued; data will be retrieved from PAYMENT.id_payee where CHECKS.id_chck = PAYMENT.id_chck; System derived, not user editable.

Date Created: The date the check was generated; data will be retrieved from CHECKS.ts_cr; System derived, not user editable.

Voucher Number: The voucher number associated with this check run; data will be retrieved from PAYMENT.id_vchr_no; System derived not user editable.

Amount: Total dollar amount for this check; data will be retrieved from CHECKS.am_chck; System derived not user editable.

Check Number: The check number associated with this check; data will be saved to CHECKS.id_chck_nmbr; User editable.

Check Date: The date this check was issued; data will be saved to CHECKS.dt_chck; User editable.

Options None

Links None

Buttons

Search	Searches out a check records matching entered criteria.
Save	Saves all changes made to the page.
Close	Closes the page and returns the user back to the desktop. (An alert is given to save the page if changes have been made.)function

1.2.4.3. Background Processing

- Search is available both on voucher and provider id and will retrieve only those row with the same County ID that matches users County ID. This will select all checks that are in process (CHECKS.cd_chck_disp = I) for that voucher number and / or provider ID.

- When a user opens the page and searches again, then those rows with Check Number (id_chck_nmbr) not null will be removed from the window and only where Check Number is null will be editable.

1.2.4.4. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if they would like to 'Save changes before closing the page.'
- Once saved, only rows with Check Number (id_chck_nmbr) and with Check Date (dt_chck) populated will be save to database. If no check number or check date, then no data will be saved to the database row with that id_chck and an error will display for that record.

Select [ID_CHCK_NMBR, DT_CHCK, ID_CHCK] from PAYMENT table where PAYMENT.ID_VCHR_NO= VOUCHER-NUMBER (window buffer) and PAYMENT.ID_PAYEE= PAYEE-ID (window buffer)

Update each PAYMENT table record:

PAYMENT.ID_CHCK_NMBR = CHECK-NUMBER from window
PAYMENT.DT_CHCK = CHECK-DATE from window
PAYMENT.TS_UP= current date
PAYMENT.ID_UP= ID of user

Select [ID_CHCK_NMBR, DT_CHCK, ID_CHCK] from PAYMENT_ADJUSTMENT table where PAYMENT_ADJUSTMENT.ID_VCHR_NO= VOUCHER-NUMBER (window buffer) and PAYMENT_ADJUSTMENT.ID_PAYEE= PAYEE-ID (window buffer)

Update each PAYMENT ADJUST table record:

PAYMENT_ADJUST.ID_CHCK_NMBR = PP-CHECK-NUMBER
PAYMENT_ADJUST.DT_CHCK= PP-CHECK-DATE
PAYMENT_ADJUST.TS_UP= current date
PAYMENT_ADJUST.ID_UP= User ID

Update CHECKS table record associated with the Payments and Payment Adjustments.
(PAYMENT.ID_CHCK=CHECKS.ID_CHCK) or
(PAYMENT_ADJUST.ID_CHCK=CHECKS.ID_CHCK)
Only one check row needs to be updated for all payment and payment adjustment table records that have the same voucher number and provider id.

CHECKS.ID_CHCK_NMBR = CHECK-NUMBER (window buffer)
CHECKS.DT_CHCK_DATE = CHECK-DATE (window buffer)
CHECKS.CD_CHCK_DISP = 'O'

CHECKS.DT_DISP = current date
CHECKS.TS_UP= current date
CHECKS.ID_UP= User ID

1.2.5.5. CRUD Matrix

TABLE	CRUD
Checks	R,U
Payment	R,U
Payment Adjustment	R,U

1.3 Inventories

1.3.1 Table Descriptions

Table Name	Description
CHECKS	The CHECKS table maintains detailed information about all checks (physical and electronic) issued including the check number, check date, disposition, payee, and voucher number. Processes of FM02 (Issue/Reconcile Checks) maintain and update this information.
PAYMENT	The PAYMENT table stores detailed information about payments made to providers including but not limited to service begin date, service end date, payment amount, provider, child, case, and payee. Processes of FM01 (Process Payments) maintain and update this information.
PAYMENT_ADJUST	The PAYMENT_ADJUST table stores detailed information about adjustments made against provider overpayments. Processes of FM01 (Process Payments) maintain and update this information.
PERSON	This PERSON table maintains information that identifies an individual known to DHFS or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART or PROVIDER PART. Primary search processing is centered around this data. Process of CM01 (Manage Person) build and maintain this information.
PROVIDER_ORG	This table maintains information pertaining to a PROVIDER ORG, facility or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Home/Private Provider) and updated in PM04a (License Home Provider).
SERVICE_TYPE	SERVICE TYPE table maintains information associated with any defined category of provider service offered by DHFS or the county organization including training requirements, standard rate (across all provider organizations) and license requirements etc., associated with providers. Process of PM01 (Maintain Services) and

eWiSACWIS table maintenance build and maintain this data.

1.3.2 Reference Data

1.3.2.1 Drop Downs

Field Name:	Check Status
Values:	OK Cancel- Reschedule Cancel- Do not pay

Field Name:	Payment Status
Values:	OK Cancel- Reschedule Cancel- Do not pay

Field Name:	Adjustment Status
Values:	OK Cancel- Reschedule Cancel- Do not pay

Field Name:	Check Disposition
Values:	Cancel- Do Not Pay Cancel- Reschedule Stop- Do Not Pay Redeposited Cleared Expired

Field Name:	Disposition Reason
Table Name:	Code_Desc
Group Id:	CKDISPRS

1.3.2.2. List Boxes

None

1.3.3. Automated Messages

1.3.3.1. Review Pending Checks- Cancel- Do Not Pay

To: E-mail is sent to all the authorizers of every payment line affected by "Cancel- Do Not Pay" through Review Pending Checks window. The E-mail is also sent to the primary worker for the case involving the child on whose behalf the payment was made.

CC:

Subject:

Message Box: A payment request on check {a} for case {b} for participant {c} for service {d} ({e date} to {f} date) in the amount of {g} has been withheld from disbursement by worker {h}.

Summary: E-mail is sent to all the authorizers and case primary workers of every payment line affected by "Cancel- Do Not Pay" through Review Pending Checks window. If one or more lines are checked, just those checked lines have e-mails generated. If the entire check is "Cancel- Do Not Pay", e-mails are generated for all payment lines. If the payment is generated by the Calculate Ongoing Amounts batch program, then the e-mail is sent to the case primary workers only.

1.3.3.2. Review Pending Checks- Cancel- Reschedule

To: E-mail is sent to all the authorizers of every payment line affected by "Cancel- Reschedule" through Review Pending Checks window. The E-mail is also sent to the primary worker for the case involving the child on whose behalf the payment was made.

CC:

Subject:

Message Box: A payment request on check {a} for case {b} for participant {c} for service {d} ({e date} to {f} date) in the amount of {g} has been rescheduled to {h rescheduled date} by worker {i}.

Summary: E-mail is sent to all the authorizers and case primary workers of every payment line affected by "Cancel- Reschedule" through Review Pending Checks window. If one or more lines are checked, just those checked lines have e-mails generated. If the entire check is "Cancel- reschedule", e-mails are generated for all payment lines. If the payment is generated by the Calculate Ongoing Amounts batch program, then the e-mail is sent to the case primary workers only.

1.3.3.3. Check Disposition

To: E-mail is sent to all the authorizers of every payment line for checks which are canceled through Check Disposition window (email is sent for all status changes except for 'Cleared').

CC:

Subject:	
Message Box:	A payment request on check {a} for case {b} for participant {c} for service {d} ({e date} to {f} date) in the amount of {g} has been canceled by worker {h} for disposition reason {z}. This payment request had been approved by you on {i date}.
Summary:	E-mail is sent to all the authorizers of every payment line for checks which are canceled through Check Disposition window. If the payment is generated by the Calculate Ongoing Amounts batch program, then the e-mail is sent to the case primary workers only.

1.3.4. Checklists

None

1.3.5. Ticklers

1.3.5.1 Review Provider EFT Information

Category:	Checks
Type:	Review Provider EFT Information
Description:	This tickler reminds the worker with the primary provider assignment in the designated County for the Provider to check the payment method after a pre-note has been sent. If there is no open Primary Assignment within the Provider's designated County, then remind the worker with the latest assignment to the provider within the designated County.
Creation:	The tickler is created by WiSACWIS to DOA- EFT File Extract batch program for each pre-note sent when the batch is run for the Provider's designated County. Upon creation of the tickler, a check for a County specific tickler is made. If a unique record exists for a specified County, and that County has decided to utilize this tickler, then a tickler is created with due dates, reminder dates, and escalation dates denoted in the CATEGORY_TYPE table. See CATEGORY_TYPE for County-specific tickler values. If a unique record exists for a specified County, and that County has decided to not use this tickler, then no tickler is created for the County. See CATEGORY_TYPE table for County-specific information.

If a unique record does not exist for a specified County, then the base values for the Review Provider EFT Information are utilized. The due dates, reminder dates, and escalation dates are then based on the values described below.

Deletion: This tickler is deleted when the Out of Home Care worker from the designated County changes the Payment Method to EFT or requests another pre-note or resets the EFT Information on the Electronic Funds Transfer window. Refer to *PM02a/b: Home/Private Provider* topic papers for details.

Due Date: 45 days after creation

Reminder Date: 15 days before tickler is due

First Escalation Date: Same day tickler is due

Second Escalation Date: 5 days after tickler is due

1.3.6 Notifications

None

1.3.7 Text Templates

None

1.3.8 Reports

- Pending Checks Payee Listing
- Monthly Pre-Audit Payee Listing
- Voucher Worksheet
- Provider 1099 Report
- High Payments
- Kinship Care High Payments
- Payments to Providers by Service Category/Type
- Foster Homes and Kinship Care Payments
- Child Payments by Site
- Provider Payments

1.3.9 Triggers

None

1.4. Batch Programs

1.4.1. Create Pending Checks

Program Name: b-fm02-chk-pend.cbl

Process Summary: This batch program selects Payment Requests and Payment Adjustments eligible to be disbursed during this check run cycle. It creates pending checks on the Check table and updates the Payment and Payment Adjustment table with internal Check ID's.

Frequency: Monthly/Weekly

Dependencies: None

Input Parameters: fm02-01-parameter

Job Name

Create Date

Sequence Number

Check Run Type

Service Type

Payment Type

Payment Schedule Date

Sort By Code

County Code

Input Files: None

Output Files: None

Database Tables:

APPROVAL	R
CHECKS	R, I, U
NEXT_NUM	R, U

PAYMENT	R, U
PAYMENT_ADJUSTMENT	R, U
PROVIDER_ORG	R
SERVICE_TYPE	R

Process Description:

Control Card Record Layout

Description	Type	Length
CC-JOB-NAME	Character	7
CC-FIELD-SEPARATOR (*)	Character	1
CC-CREATE-DATE (MMDDYYYY)	Numeric	8
CC-FIELD-SEPARATOR (*)	Character	1
CC-SEQUENCE-NUMBER	Numeric	5
CC-FIELD-SEPARATOR (*)	Character	1
CC-CHECK-RUN-TYPE	Character	1
CC-FIELD-SEPARATOR (*)	Character	1
CC-SERVICE-TYPES	Character	25
CC-FIELD-SEPARATOR (*)	Character	1
CC-PAYMENT-TYPES	Character	5
CC-FIELD-SEPARATOR (*)	Character	1
CC-PAYMENT-REQUEST-DATE	Character	8
CC-FIELD-SEPARATOR (*)	Character	1
CC-SORT-BY-CODE	Character	1
CC-FIELD-SEPARATOR (*)	Character	1
CC-COUNTY-CODE	Character	3

Control Card Specifics

- b-fm02-chk-pend can be run for one County, several Counties at a time (multiple parameter lines), or for 'All' Counties at once.

Step One: Select Payments for Pending Checks

Read the Payment table to select [ID_PMNT, ID_PAYEE, AM_RQST, CD_SRVC, CD_PMNT_TYPE, ID_BSNS, ID_PRVD_ORG, DT_RQST, ID_VCHR_NO] from all rows where [ID_CHCK = *Null*] and [DT_RQST < = Payment Request Date as indicated by the Control Card] and [CD_CNTY_NEW = County code indicated in the Control Card]

Step Two: Select Payment Adjustments for Pending Checks

Read the Payment Adjustment table to select [ID_PMNT, ID_PAYEE, AM_RQST, CD_SRVC, CD_PMNT_TYPE, ID_BSNS, ID_PRVD_ORG, DT_RQST, ID_VCHR_NO] from all rows where [ID_CHCK = *Null*] and [DT_RQST < = Payment Request Date as indicated by the Control Card] and [CD_ADJST_TYPE = "B" payment adjustments that are generated by the Adjust Overpayments Based on Repayment Plan batch process] and [CD_CNTY = County code indicated in the Control Card]

Step Three: Apply Additional Selection Criteria and Calculate Check Amount

Sort Payment and Payment Adjustment records by [PAYMENT.CD_CNTY_NEW and PAYMENT_ADJUST.CD_CNTY] and ID_PAYEE

Save ID_PAYEE (Payee ID) in a hold area and perform control break processing (see below) when all the Payment records for a single provider have been processed and the next payment record has a different ID_PAYEE and CD_CNTY_NEW or CD_CNTY.

For each Payment or Payment Adjustment row with a matching ID_PAYEE, apply the following conditions. As each condition is met, continue processing with the next condition, otherwise stop processing for this payment and get next row:

- Compare the CD_PMNT_TYPE on Payment to the list of Payment Types on the Control Card. If the Wildcard value was used, or if a match is found on the list, continue.
- Compare the CD_SRVC on Payment or Payment Adjustment to the list of Service Types on the Control Card. If the wildcard value was used, or if a match is found on the list, continue.
- If CD_PMNT_STAT <> ‘C’, then continue. Else, ignore this row.
- Verify CD_SRVC on Payment or Payment Adjustment to CD_SRVC on Service Type, If FL_NON_SYS_DISB on Service Type is ‘N’, continue. Else, ignore this row. (If the flag is ‘Y’, the row indicates a disbursement outside of WiSACWIS such as a Contingency Fund payment).
- If AM_RQST is a negative amount, ignore this row.
- If the Payment or Payment Adjustment has a CD_PMNT_TYPE = ‘O’ or ‘C’, check to see if authorization for a check has been given. Select ID_PRSN from the Approval table where CD_WRK_TYPE = ‘1’ (Payment) or ‘33‘(Payment Adjustment), ID_WRK_TYPE = ID_PMNT from Payment or Payment Adjustment and CD_STAT = ‘A’ (Approved). If found, continue.
- For a Payment table record, add the AM_RQST from this Payment row to a Check Amount Accumulator for this Payee.
- For a Payment Adjustment table record, subtract the AM_RQST from this Payment Adjustment row from Check Amount Accumulator for this Payee.
- Store the Payment or Payment Adjustment row information in a Working Storage Table entry:

Step Five: Control Break Processing- Table Updates

Update Checks table row:

Set AM_CHCK = AM_CHCK + amount stored in check amount accumulator

Select ID_CHCK where CHECKS.ID_PRVD_ORG = ID_PAYEE, CHECKS.CD_CHCK_DISP = ‘P’

IF AM_CHCK is less than or equal to zero, then delete the existing check row and ignore the following processing.

If the check is not found, then

If the Check Amount Accumulator is less than or equal to zero, ignore the following processing; else insert a new row.

Insert Check table row using the following data:

ID_CHCK: Use next number for ‘Check’ from Next Num table

ID_PRVD_ORG: Set to the Payee ID (ID_PAYEE) from the hold area

ID_CHCK_NMBR: Set to *Null*

DT_CHCK: Set to *Null*

ID_VCHR_NO: Set to *Null*

AM_CHCK: Check Amount Accumulator

CD_CHCK_DISP: Set to ‘P’ (for Pending)

DT_DISP: System date

CD_CHCK_METH: Set to ‘S’ (System generated)

CD_RUN_TYPE: Set to CC-CHECK-RUN-TYPE

FL_POSTED: Set to ‘N’

CD_CNTY: Set to the County of the Payments and Payment Adjustments from the hold area

Determine Payee Name for the Check

Select TX_PAYEE from PROVIDER_ORG where the PROVIDER_ORG.ID_PRVD_ORG= CHECKS.ID_ PRVD_ORG

If TX_PAYEE is Null then

CHECKS.TX_PAYEE: Set to PROVIDER_ORG.TX_PRVD_NM

If TX_PAYEE <> Null then

CHECKS.TX_PAYEE: Set to TX_PAYEE

Update the Payment and Payment Adjustment table for each payment or payment adjustment included in the check amount:

ID_CHCK: Set to ID_CHCK from the Check table

ID_UP:	Set to program identifier (6200)
TS_UP:	Set to timestamp date

1.4.2. WiSACWIS to DOA- Check Write File Extract

Program Name: b-fm02-chk-write-file

Process Summary: This interface collects all WiSACWIS payments and payment adjustments that will be included in the next check run and sends them to DOA- Check Write Program. The payment method on the parameter card is used to distinguish between the physical checks (C) run and the Electronic Funds Transfer (E) run.

The C run generates 'fm02-chk-file' file that contains payments for providers that have 'Checks' as their payment method (PROVIDER_ORG.CD_PMNT_MTHD= 'C'). The E run generates a similar file called 'fm02-eft-file'. Payments and payment adjustments on this file are for providers that have Electronic Funds Transfer as their payment method (PROVIDER_ORG.CD_PMNT_MTHD= 'E'). Refer to *PM02a/b: Home/Private Provider* topic papers for more details on provider payment methods.

Each County and DOA receives a separate file. Each County and DOA may have two files generated on each run. The first file is for EFT and the second file is for Checks. For providers on 'fm02-chk-file', a check stub with the actual check attached is sent to the provider's mailing address. Only a check stub is sent to the providers on 'fm02-eft-file'. The total payment amount will be deposited in the provider's account number as described in the WiSACWIS to DOA- EFT File Extract program.

Additionally, a different voucher number is used for each of the run types. The program retrieves the current voucher number, and updates the check, payment and payment adjustment records with the voucher number. Once the batch has run successfully, it will increment the current voucher number by one. For ease of separate postage processing all providers with foreign mailing addresses are appended at the end of the check write file.

Frequency: Monthly/Weekly

Dependencies: Create Pending Checks program, b-fm02-chk-pend, must have run successfully

Input Parameters: fm02-03-parameter

Job Name

Create Date (Cycle-Date-Override)

Sequence Number

Run Type

County Code

Input Files: None

Output Files: fm02-chk-file-County Code (If CC-PAYMENT-METHOD = ‘C’ on the parameter card)

fm02-eft-file-County Code (If CC-PAYMENT-METHOD = ‘E’ on the parameter card)

Database Tables:

ADDRESS	R
CHECKS	R, U
PAYMENT	R, U
PAYMENT_ADJUSTMENT	R, U
PERSON	R
PROVIDER_ORG	R
SERVICE_TYPE	R
VOUCHER_NUMBER	R, U

Process Description:

Control Card Record Layout

Description	Type	Length
CC-JOB-NAME	Character	7
CC-FIELD-SEPARATOR (*)	Character	1
CC-CREATE-DATE (MMDDYYYY)	Numeric	8
CC-FIELD-SEPARATOR (*)	Character	1
CC-SEQUENCE-NUMBER	Numeric	5
CC-FIELD-SEPARATOR (*)	Character	1
CC-PAYMENT-METHOD	Character	1

CC-FIELD-SEPARATOR (*)	Character	1
CC-COUNTY-CODE	Character	3

Control Card Specifics

- b-fm02-chk-write-file can be run for one County, several Counties at a time (multiple parameter lines), or for 'All' Counties at once.
- The County Code inserted in the Control Card is appended to the end of the output filename.

Step 1: Determine Current Voucher Number

Select VOUCHER_NUMBER.ID_VCHR_NO_CRNT where [VOUCHER_NUMBER.DT_FSCL_YR =Current fiscal year as determined by the current date in the control card (if the current date < July 1st then fiscal year = current year, if the current date >= July 1st then fiscal year = current year+1)] and [CD_CNTY = County Code indicated in the Control Card]

If no record is selected then Stop Processing

If VOUCHER_NUMBER.ID_VCHR_NO_CRNT > VOUCHER_NUMBER.ID_VCHR_NO_TO then Stop Processing

Step 2: Update Pending/Released Checks with In Process Status

Select cd_cdesc_type2 from CODE_DESC where id_grp= ‘REGION’ and id_grpi= county code as entered on the parameter file- CODE_DESC.cd_cdesc_type2 is used to designate whether a county uses the Release functionality or not.

Select all records from the Checks table where (CHECKS.CD_CHCK_DISP= ‘P’ if CD_CDESC_TYPE2=1 or CHECKS.CD_CHCK_DISP= ‘R’ if CD_CDESC_TYPE2=2)

and CHECKS.CD_CHCK_METH= ‘S’ and CHECKS.DT_DISP <= (Current system date-1)
and CHECKS.ID_PRVD_ORG= PROVIDER_ORG.ID_PRVD_ORG and
(PROVIDER_ORG.CD_PMNT_MTHD= ‘C’, if the CC-PAYMENT-METHOD = ‘C’ or
PROVIDER_ORG.CD_PMNT_MTHD= ‘E’, if the CC-PAYMENT-METHOD = ‘E’)
and CHECKS.CD_CNTY = The County Code indicated in the Control Card.

For each Check row do the following:

Select FL_HOME, FL_FEIN from PROVIDER_ORG where PROVIDER_ORG.ID_ORVD_ORG = CHECKS.ID_PRVD_ORG

If [FL_HOME =’N’ (private provider)] AND

[[CD_FEIN <> ’F’] OR [ID_SSN_FEIN = NULL]], then ignore check record and get the next one; else continue

Set CHECKS.CD_CHCK_DISP to ’I’ (In Process), if the CC-PAYMENT-METHOD= ‘C’

Set CHECKS.CD_CHCK_DISP to ’O’ (Outstanding), if the CC-PAYMENT-METHOD =‘E’

Set CHECKS.CD_CHCK_METH to ’E’ (Electronic), if the CC-PAYMENT-METHOD =‘E’

Set CHECKS.ID_VOUCHER_NO= VOUCHER_NUMBER.ID_VCHR_NO_CRNT

Set CHECKS.DT_DISP= Current date and time

Set CHECKS.TS_UP= Current date and time

Set CHECKS.ID_UP=6600 (Program Identifier)

<u>Step 3: For Payment table records, update with voucher number and determine the payment types and amounts</u>

```
    Select [ID_PMNT, ID_PAYEE, ID_PRSN, DT_PMNT_BEGIN, DT_PMNT_END,
    AM_UNITS, CD_SERVICE, ID_VCHR_NO, AM_BASIC, AM_SUPPL, AM_EXCPT,
    AM_ADMIN, AM_RQST] from Payment table where
    PAYMENT.ID_CHCK=CHECKS.ID_CHCK

    ID_VCHR_NO= VOUCHER_NUMBER.ID_VCHR_NO_CRNT (as selected in Step 1)

    TS_UP= Current date and time

    ID_UP=6600 (Program Identifier)

    For each payment row do the following:

        If PAYMENT.AM_BASIC <> NULL Then
        IFC_PAYMENT-TYPE=’01’
        IFC_SIGN=’+‘
        IFC_AMOUNT=PAYMENT.AM_BASIC
        Create a new interface record; set the interface variables as described in Step 4

        If PAYMENT.AM_SUPPL <> NULL Then
        IFC_PAYMENT-TYPE=’02’
        IFC_SIGN=’+‘
        IFC_AMOUNT=PAYMENT.AM_SUPPL
        Create a new interface record; set the interface variables as described in Step 4

        If PAYMENT.AM_EXCPT <> NULL Then
        IFC_PAYMENT-TYPE=’03’
        IFC_SIGN=’+‘
        IFC_AMOUNT=PAYMENT.AM_EXCPT
        Create a new interface record; set the interface variables as described in Step 4

        If PAYMENT.AM_ADMIN <> NULL Then
        IFC_PAYMENT-TYPE=’04’
        IFC_SIGN=’+‘
        IFC-AMOUNT=PAYMENT.AM_ADMIN
        Create a new interface record; set the interface variables as described in Step 4
```

If PAYMENT.AM_RQST <> AM_BASIC + AM_SUPPL+AM_EXCPT + AM_ADMIN Then
IFC_PAYMENT-TYPE=’04’
IFC_SIGN=’+‘
IFC_AMOUNT=PAYMENT.AM_RQST
Create a new interface record; set the interface variables as described in Step 4

Step 4: For Payment table records, determine the interface record variables

IFC_PAYTMENT_START_DATE=DT_PMNT_BEGIN
IFC_VOUCHER_NUMBER=ID_VCHR_NO
IFC_VOUCHER_DATE= current date as indicated in the control card
IFC_CHILD_IDENTIFIER=ID_PRSN
IFC_PROVIDER_ID=ID_PRVD_ORG

Determine the name of the payee:
Select TX_PAYEE from CHECKS where
CHECKS.ID_CHCK=PAYMENT.ID_CHCK
IFC_PAYEE_NAME= CHECKS.TX_PAYEE

Determine the name of the child:
Select [NM_FRST, NM_LST, MDL_INIT, NM_SFX] from PERSON table
WHERE PERSON.ID_PRSN=PAYMENT.ID_PRSN

IFC_CHILD_LAST_NAME= NM_LST
IFC_CHILD_FIRST_NAME=NM_FRST
IFC_CHILD_MIDDLE_INIT= NM_MDL_INTL
IFC_CHILD_SUFFIX_NAME= NM_SFX

Determine the mailing address for the payee:
Select [AD_STRT_NBR, AD_STRT_NME, AD_APT, AD_LN_2, AD_LN_3, TX_TOWN, CD_STATE, CD_ZIP] from ADDRESS table
where ADDRESS.ID_ADRSS_GRP=ID_PAYEE and
ADDRESS.CD_ GRP = 5 (Provider Address Group) and
ADDRESS.CD_ GRP_TYPE = 2 (Mailing Address) and
DT_EFCT_START <= Current Date and
DT_EFCT_START is the most recent effective start date

If no row is selected, then
Select [AD_STRT_NBR, AD_STRT_NME, AD_APT, AD_LN_2, AD_LN_3, TX_TOWN, CD_STATE, CD_ZIP] from ADDRESS table
where ADDRESS.ID_ADRSS_GRP=ID_PAYEE and
ADDRESS.CD_ GRP = 5 (Provider Address Group) and
ADDRESS.CD_ GRP_TYPE = 1 (Physical Address) and
DT_EFCT_START <= Current Date and

DT_EFCT_START is the most recent effective start date

IFC_MAIL_FIRST_STREET_ADDR='ADDRESS.AD_STRT_NBR'&
'ADRESS.AD_STRT_NME'& 'ADDRESS.AD_APT'
IFC_MAIL_SECOND_STREET_ADDR=ADDRESS.AD_LN_3
IFC_MAIL_IN_CARE_OF_NAME=ADDRESS.AD_LN_2
IFC_MAIL_CITY_NAME=ADDRESS.TX_TOWN
IFC_MAIL_STATE_NAME=ADDRESS.CD_STATE
IFC_MAIL_ZIP_CODE= five leftmost characters in ADDRESS.CD_ZIP
IFC_MAIL_ZIP_CODE_PLUS_4= four rightmost characters in ADDRESS.CD_ZIP

IFC_REM_FIRST_STREET_ADDR= IFC_MAIL_FIRST_STREET_ADDR
IFC_REM_SECOND_STREET_ADDR= IFC_MAIL_SECOND_STREET_ADDR
IFC_REM_IN_CARE_OF_NAME= IFC_MAIL_IN_CARE_OF_NAME
IFC_REM_CITY_NAME= IFC_MAIL_CITY_NAME
IFC_REM_STATE_NAME= IFC_MAIL_STATE_NAME
IFC_REM_ZIP_CODE= IFC_MAIL_ZIP_CODE
IFC_REM_ZIP_CODE_PLUS_4= IFC_MAIL_ZIP_CODE_PLUS_4

Determine the number of days of service:

For Payment Records:

Select FL_CCI from SERVICE TYPE table where
SERVICE_TYPE.CD_SRVC=PAYMENT.CD_SRVC

If FL_CCI= 'N' then
IFC_NUMBER_OF_DAYS= PAYMENT.DT_PMNT_END –
PAYMENT.DT_PMNT_BEGIN +1

If SERVICE_TYPE.FL_CCI= 'Y' then
IFC_NUMBER_OF_DAYS= PAYMENT.AM_UNITS

For Payment Adjustment Records:
IFC_NUMBER_OF_DAYS= 2 spaces

Determine the service description:
IFC_SERVICE_DESCRIPTION= SERVICE_TYPE.TX_SRVC_MED where
SERVICE_TYPE.CD_SRVC= PAYMENT.CD_SRVC

Determine the court number:
IFC_SERVICE_DESCRIPTION= LEGAL_ACTION.ID_COURT_NUM where
LEGAL__ACTN.ID_CASE= PAYMENT.ID_CASE and
LEGAL__ACTN.ID_PRSN= PAYMENT.ID_PRSN and
LEGAL__ACTN.ID_LGL_ACTION= code value for 'Child Support' and
LEGAL__ACTN.TS_CR is the most recent

Step 5: For Payment Adjustment table records, update with voucher number and determine the interface record variables

Select [ID_PMNT, ID_PAYEE, ID_PRSN, DT_PMNT_BEGIN, DT_PMNT_END, AM_UNITS, CD_SERVICE, VCHR_NO, AM_RQST] from Payment Adjustment table where
PAYMENT_ADJUSTMENT.ID_CHCK=CHECKS.ID_CHCK

ID_VCHR_NO= VOUCHER_NUMBER.ID_VCHR_NO_CRNT (as selected in Step 1)

TS_UP= Current date and time

ID_UP=6600 (Program Identifier)

For each payment adjustment row do the following:

IFC_PAYMENT-TYPE='07'
IFC_SIGN='-'
IFC_AMOUNT=PAYMENT_ADJUSTMENT.AM_RQST
IFC_SERVICE_DESCRIPTION= 'Overpayment Adjustment'
Create a new interface record; set the interface variables as described in Step 4. In Step 4, replace references to PAYMENT table with PAYMENT_ADJUSTMENT table.

Step 6: Determine the direct deposit indicator

If CC-PAYMENT-METHOD = 'C', then IFC_DIRECT_DEPOSIT_INDICATOR= 'N'
If CC-PAYMENT-METHOD = 'E', then IFC_DIRECT_DEPOSIT_INDICATOR= 'Y'

Step 7: Determine County

Select PAYMENT.CD_CNTY_NEW or PAYMENT_ADJUST.CD_CNTY = to the County code entered in the parameter card.

Step 8: Increment the current voucher number by one

Select ID_VCHR_NO_CRNT from VOUCHER_NUMBER table where [VOUCHER_NUMBER.DT_FSCL_YR = This Year as indicated by the current date on the control card] and [VOUCHER_NUMBER.CD_CNTY = The County code as indicated on the control card]
ID_VCHR_NO_CRNT= ID_VCHR_NO_CRNT+1

Step 9: Statewide Processing (Performed only for cd_cnty <> 40 or 76)

IFC_PAYMENT_ID = PAYMENT.id_pmnt (PAYMENT_ADJUST.id_pmnt)

IFC_EPISODE = PAYMENT.id_epsd (PAYMENT_ADJUST.id_epsd)

IFC_RPT_CAT = PAYMENT.cd_rptg_cat (PAYMENT_ADJUST.cd_rptg_grp)

IFC_COUNTY_PERSON_ID = COUNTY_PERSON_CROSS_REF.id_cnty_prsn where COUNTY_PERSON_CROSS_REF.id_prsn = PAYMENT.id_prsn (PAYMENT_ADJUST.id_prsn)

IFC_COUNTY_CASE_ID = COUNT_CASE_CROSS_REF.id_cnty_case where COUNTY_CASE_CROSS_REF.id_case = PAYMENT.id_case (PAYMENT_ADJUST.id_case)

IFC_COUNTY_PRVD_ID = COUNT_PROVIDER_CROSS_REF.id_cnty_prvd_org where COUNTY_PROVIDER_CROSS_REF.id_prvd_org = PAYMENT.id_prvd_org (PAYMENT_ADJUST.id_prvvd_org)

IFC_COUNTY_PAYEE_ID = COUNTY_PROVIDER_CROSS_REF.id_cnty_prvd_org where COUNTY_PROVIDER_CROSS_REF.id_prvd_org = PAYMENT.id_payee (PAYMENT_ADJUST.id_payee)

IFC_CD_SRVC = PAYMENT.cd_srvc (PAYMENT_ADJUST.cd_srvc)

IFC_TARGET_POP = EPISODE.cd_target_grp where EPISODE.id_epsd = PAYMENT.id_epsd (PAYMENT_ADJUST.id_epsd). Note: Not all one time payments have id_epsd populated.

IFC_SPC = SERVICE_TYPE.cd_spc where SERVICE_TYPE.cd_srvc = PAYMENT.cd_srvc (PAYMENT_ADJUST.cd_srvc)

WiSACWIS Mapping	Type	DOA	Type
IFC_PROVIDER_ID	Char(10)	CP-PROVIDER-ID	Pic X(10)
IFC_PAYEE_ID	Char(10)	CP-PAYEE-ID	Pic X(10)
IFC_PAYEE_NAME	Char(30)	CP-PAYEE-NAME	Pic X(30)
IFC_FINANCIAL_INST_NAME	Char(32) Spaces	CP-FINANCIAL-INST-NAME	Pic X(32)
IFC_DIRECT_DEPOSIT_INDICATOR	Char(1)	CP-DIRECT-DEPOSIT-INDICATOR	Pic X
IFC_ACCOUNT_NUMBER	Char(10) Spaces	CP-ACCOUNT-NUMBER	Pic X(10)
IFC_CHILD_IDENTIFIER	Char(14)	CP-CHILD-IDENTIFIER	Pic X(14)
IFC_CHILD_LAST_NAME	Char(25)**	CP-CHILD-LAST-NAME	Pic X(25)
IFC_CHILD_FIRST_NAME	Char(15)	CP-CHILD-FIRST-NAME	Pic X(15)
IFC_CHILD_MIDDLE_INIT	Char(1)	CP-CHILD-MIDDLE-INIT	Pic X
IFC_CHILD_SUFFIX_NAME	Char(3)**	CP-CHILD-SUFFIX-	Pic XXX

		NAME	
IFC_MAIL_FIRST_STREET_ADDR	Char(40)**	CP-MAIL-FIRST-STREET-ADDR	Pic X(40)
IFC_MAIL_SECOND_STREET_ADDR	Char(30)**	CP-MAIL-SECOND-STREET-ADDR	Pic X(30)
IFC_MIAL_IN_CARE_OF_NAME	Char(30)*	CP-MIAL-IN-CARE-OF-NAME	Pic X(30)
IFC_MAIL_CITY_NAME	Char(22)*	CP-MAIL-CITY-NAME	Pic X(22)
IFC_MAIL_STATE_NAME	Char(2)	CP-MAIL-STATE-NAME	Pic XX
IFC_MAIL_ZIP_CODE	Char(5)	CP-MAIL-ZIP-CODE	Pic X(5)
IFC_MAIL_ZIP_CODE_PLUS_4	Char(4)	CP-MAIL-ZIP-CODE-PLUS-4	Pic X(4)
IFC_MAIL_FOREIGN_ADDRESS	Char(15) Spaces	CP-MAIL-FOREIGN-ADDRESS	Pic X(15)
IFC_REM_FIRST_STREET_ADDR	Char(40)**	CP-REM-FIRST-STREET-ADDR	Pic X(40)
IFC_REM_SECOND_STREET_ADDR	Char(30)**	CP-REM-SECOND-STREET-ADDR	Pic X(30)
IFC_REM_IN_CARE_OF_NAME	Char(30)*	CP-REM-IN-CARE-OF-NAME	Pic X(30)
IFC_REM_CITY_NAME	Char(22)*	CP-REM-CITY-NAME	Pic X(22)
IFC_REM_STATE_NAME	Char(2)	CP-REM-STATE-NAME	Pic XX
IFC_REM_ZIP_CODE	Char(5)	CP-REM-ZIP-CODE	Pic X(5)
IFC_REM_ZIP_CODE_PLUS_4	Char(4)	CP-REM-ZIP-CODE-PLUS-4	Pic X(4)
IFC_REM_FOREIGN_ADDRESS	Char(15) Spaces	CP-REM-FOREIGN-ADDRESS	Pic X(15)
IFC_PAYMENT_TYPE	Char(2)	CP-PAYMENT-TYPE	Pic XX
IFC_PAYMENT_START_DATE	Char(10)	CP-PAYMENT-START-DATE	Pic X(10)
IFC_NUMBER_OF_DAYS	Char(3)	CP-NUMBER-OF-DAYS	Pic XXX
IFC_SIGN	Char(1)	CP-SIGN	X

	Values = ‘+‘(positive) ‘-‘(negative)		
IFC_AMOUNT	Number(7,2) ***	CP-AMOUNT	9(7)V99
IFC_VOUCHER_NUMBER	Char(5)	CP-VOUCHER-NUMBER	Pic X(5)
IFC_VOUCHER_TYPE_CODE	Char(2) Value =‘IM’	CP-VOUCHER-TYPE-CODE	XX
IFC_VOUCHER_DATE	Char(10)	CP-VOUCHER-DATE	Pic X(10)
IFC_FUND	Char(2) Value =‘05’	CP-FUND	XX
IFC_DEPARTMENT	Char(3) Value=‘435’	CP-DEPARTMENT	XXX
IFC_SERVICE_DESCRIPTION	Char(40)	CP-SERVICE-DESCRIPTION	Char(40)
IFC_COURT_NUMBER	Char(8)	CP-COURT-NUMBER	Char(8)
IFC_COUNTY_CODE	Char(2)	CP-COUNTY-CODE	Pic X(3)
IFC_COUNTY_PERSON_ID	Char(20)	N/A	Pic X(20)
IFC_COUNTY_CASE_ID	Char(20)	N/A	Pic X(20)
IFC_COUNTY_PRVD_ID	Char(20)	N/A	Pic X(20)
IFC_RPT_CAT	Char(5)	N/A	Pic X(5)
IFC_EPISODE-ID	Char(14)	N/A	Pic X(14)
IFC_PAYMENT_ID	Char(14)	N/A	Pic X(14)
IFC_COUNTY_PAYEE_ID	Char(20)	N/A	Pic X(20)
IFC_CD_SRVC	Char(9)	N/A	Pic X(9)
IFC_TARGET_POP	Char(5)	N/A	Pic X(5)
IFC_SPC	Char(5)	N/A	Pic X(5)
FILLER	Char(40)	N/A	Pic X(40)

* Fill with spaces

** Truncate spaces

*** Truncate zeroes

For cd_cnty 40 and 76, file length = PIC X(542)

For cd_cnty <> 40 or 76, file length = PIC X(714)

1.4.3. WiSACWIS to DOA- EFT File Extract

Program Name: b-fm02-eft

Process Summary: This interface program collects WiSACWIS electronic payment and pre-note information and generates a Prearranged Payments and Deposits (PPD) file in compliance with the National Automated Clearing House Association (NACHA) specifications. The file is sent to DOA for verification and submission to the State's Treasury.

In addition, this program creates the 'Review Provider EFT Information' tickler described in section 1.3.4.1

Frequency: Monthly/Weekly

+

Dependencies: Create Pending Checks (b-fm02-chk-pend) program must have run successfully

Input Parameters: fm0204-b-parm

Job Name

Sequence Number

County Code

Input Files: None

Output Files: fm02-eft-extr-County Code

Database Tables:

CHECKS	R, U
PROVIDER_ORG	R, U
PAYMENT	U
PAYMENT ADJUST	U
TICKLER	C

Process Description:

Control Card Record Layout

Description	Type	Length
CC-JOB-NAME	Character	6
CC-FIELD-SEPARATOR (*)	Character	1
CC-SEQUENCE-NUMBER	Numeric	5
CC-FIELD-SEPARATOR (*)	Character	1
CC-COUNTY-CODE	Character	3

Control Card Specifics

- b-fm02-eft can be run for one County, several Counties at a time (multiple parameter lines), or for 'All' Counties at once.
- The County Code inserted in the Control Card is appended to the end of the output filename.

Step 1: Write File Header Record

IFC_TRANSMISSION_DATE= Current System Date in YYMMDD format

IFC_TRANSMISSION_TIME= Current System Time in HHMM format

Write the File Header Record using the appropriate 1 RECORD file layout below.

Add 1 to the count of physical records on the file

1 RECORD- File Header Record- Identifies the origin and the destination of the entries contained in this file. This record also indicates that all the records contain 120 characters and that each block contains 10 records. The file header also contains the transmission date to further identify the file. This record must be the first on the file following any labels.

WiSACWIS Mapping	Type	Field Description
IFC_TYPE	Char(1) Value='1'	Record Type Code
IFC_PRIORITY	Char(2) Value= '01'	Priority Code
IFC_DESTINATION	Char(10) Value= ' 075000022'	Destination
IFC_SENDING_POINT_ID	Char(10) Value= '1396028867'	Sending Point ID Number (F's= sending company's Federal Tax ID number
IFC_TRANSMISSION_DATE	Char(6)	File Creation Date

		(YYMMDD)
IFC_TRANSMISSION_TIME	Char(4)	File Creation Time (HHMM)
IFC_ID_MODIFIER	Char(1) Value= ‘A’	File ID Modifier
IFC_RECORD_SIZE	Char(3) Value= ‘120’	Record Size
IFC_BLOCKING_FACTOR	Char(2) Value= ‘10’	Blocking Factor
IFC_FORMAT	Char(1) Value= ‘1’	Format Code
IFC_DESTINATION	Char(23) Value=’FIRSTAR BANK MILWAUKEE’	Destination
IFC_ORIGIN	Char(23) Value=’WI DHFS WISACWIS ’	Sending Company’s Name
IFC_REFERENCE	Char(8) Spaces	Reference Code
IFC_FUND	Char(2) Value=’05’	
IFC_AGENCY	Char(3) Value=’435’	
IFC_FILLER	Char(21) Spaces	

Step 2: Write Company/Batch Header Record

IFC_DESC_DATE= Current System Date in YYMMDD format

IFC_EFF_ENTRY_DATE= (Current System Date + 2) in YYMMDD format

Write the Company/Batch Header Record using the appropriate 5 RECORD file layout below.

Add 1 to the count of physical records on the file

5 RECORD- Company/Batch Header Record- Identifies the batch, sender and receiver. Files must have one batch or more than one batch, depending upon company needs.

WiSACWIS Mapping	Type	Field Description
IFC_TYPE	Char(1) Value=’5’	Record Type Code

IFC_SERVICE_CLASS	Char(3) Value= ‘200’	Service Class Code
IFC_COMPANY_NAME	Char(16) Value= ‘WI DHFS WISACWIS’	Sending Company’s Name
IFC_DSCRTNRY_DATA	Char(20) Spaces	Company Discretionary Data
IFC_COMPANY_ID	Char(10) Value= ‘1396028867’	Company ID (F’s= sending company’s Federal Tax ID number
IFC_ENTRY_CLASS	Char(3) Value=’PPD’	Standard Entry Class
IFC_ENTRY_DESC	Char(10) Value=‘WISACWIS ’	Company Entry Description (Description of transactions)
IFC_DESC_DATE	Char(6)	Company Descriptive Date (YYMMDD)
IFC_EFF_ENTRY_DATE	Char(6)	Effective Entry Date: Effective Date of monetary transaction (YYMMDD)
IFC_RSVD	Char(3) Spaces	Reserved
IFC_ORIGIN_STATUS	Char(1) Value= ‘1’	Originator Status Code
IFC_ORIGIN_BANK	Char(8) Value=’07500002’	Originating Bank ID
IFC_BATCH_NUMBER	Char(7) Value=’0000001’	Batch Number: Ascending Number of batch on the file.

		Initialize to 1, add one for additional batch header written.
IFC_FUND	Char(2) Value=' 05'	
IFC_AGENCY	Char(3) Value='435'	
IFC_FILLER	Char(21) Spaces	

Step 3: Write Entry Detail Record- Payment Information

Select PROVIDER_ORG.ID_ABA_NMBR, PROVIDER_ORG.ID_ACCOUNT_NMBR, PROVIDER_ORG.TX_PRVD_NM, PROVIDER_ORG.NM_PRVD_FST , PROVIDER_ORG.FL_HOME , CHECKS.AM_CHCK, CHECKS.ID_PRVD_ORG from CHECKS, PROVIDER_ORG where [CHECKS.CD_CHCK_DISP= 'P' and CHECKS.DT_DISP <= (Current system date-1)]
and [PROVIDER_ORG.ID_PRVD_ORG = CHECKS.ID_PRVD_ORG]
and [PROVIDER_ORG.CD_PMNT_MTHD = 'E']
and [(PROVIDER_ORG.FL_HOME = 'Y') or (FL_HOME ='N' and CD_FEIN = 'F' and ID_SSN_FEIN <> NULL)]
and [ID_CHCK_NMBR = null]
and [CHECKS.CD_CNTY = The County indicated in the Control Card]

For each of the rows selected:

Calculate the check digit for the PROVIDER_ORG.ID_ABA_NMBR using the following algorithm:

Weighting factors 3, 7 and 1 are used alternately to multiply the contents of each position of the ABA number

The digits of resulting products are added

The sum is divided by 10

Subtract remainder from 10 to obtain the check digit, except for remainder 0 the check digit is 0.

IFC_ABA = PROVIDER_ORG.ID_ABA_NMBR + Check Digit (as calculated in the previous step)

IFC_ACCOUNT_NUMBER= PROVIDER_ORG.ID_ACCOUNT_NMBR

IFC_AMOUNT=CHECKS.AM_CHCK

```
IFC_ID_NUMBER= CHECKS.ID_PRVD_ORG
IF FL_HOME= ‘Y’ Then
    IFC_COMPANY_NAME= TX_PRVD_NM+’ ,’+ NM_PRVD_FST
Else
    IFC_COMPANY_NAME= TX_PRVD_NM
IFC_TRANSACTION_CODE=22
```

Write the Entry Detail Record using the appropriate 6 RECORD file layout below.

Add 1 to the Entry Detail count

Add PROVIDER_ORG.ID_ABA_NMBR to the sum of Receiving Bank Numbers for Detail Entry Records

Add 1 to the count of physical records on the file

Step 4: Update CHECKS, PAYMENT and PAYMENT_ADJUST Table

Set CHECKS.DT_CHCK= IFC_EFF_ENTRY_DATE

Set CHECKS.ID_CHCK_NMBR= IFC_TRACE_NUMBER

Set CHECKS.ID_ABA_NMBR= PROVIDER_ORG.ID_ABA_NMBR

Set CHECKS.ID_ACCOUNT_NMBR= PROVIDER_ORG. ID_ACCOUNT_NMBR

Set CHECKS.TS_UP= Current date and time

Set CHECKS.ID_UP= ‘3333’ (Program Identifier)

For all PAYMENT table rows where PAYMENT.ID_CHCK = CHECKS.ID_CHCK

Set PAYMENT.DT_CHCK= IFC_EFF_ENTRY_DATE

Set PAYMENT.ID_CHCK_NMBR= IFC_TRACE_NUMBER

Set PAYMENT.TS_UP= Current date and time

Set PAYMENT.ID_UP= ‘3333’ (Program Identifier)

For all PAYMENT_ADJUST table rows where PAYMENT_ADJUST.ID_CHCK = CHECKS.ID_CHCK

Set PAYMENT_ADJUST.DT_CHCK= IFC_EFF_ENTRY_DATE

Set PAYMENT_ADJUST.ID_CHCK_NMBR= IFC_TRACE_NUMBER

Set PAYMENT_ADJUST.TS_UP= Current date and time

Set PAYMENT_ADJUST.ID_UP= ‘3333’ (Program Identifier)

Repeat Steps 3 and 4 until all the selected CHECKS are processed.

Step 5: Write Entry Detail Record- Prenote Information

Select FL_HOME, ID_ABA_NMBR, ID_ACCOUNT_NMBR, NM_PRVD_FST, TX_PRVD_NM from the PROVIDER_ORG table where PROVIDER_ORG.CD_PRENOTE_STAT=’R’ (Prenote Requested) and PROVIDER_ORG.CD_DES_CNTY = The County indicated in the Control Card.

For each of the rows selected:

Calculate the check digit for the ABA number using the following algorithm:

Weighting factors 3, 7 and 1 are used alternately to multiply the contents of each position of the ABA number

The digits of resulting products are added

The sum is divided by 10

Subtract remainder from 10 to obtain the check digit, except for remainder 0 the check digit is 0.

```
IFC_ABA =  ID_ABA_NUMBER  +  Check Digit (as calculated in the previous step)
IFC_ACCOUNT_NUMBER= ID_ACCOUNT_NMBR
IFC_AMOUNT=0
IFC_ID_NUMBER= ID_PRVD_ORG
IF FL_HOME= ‘Y’ Then
    IFC_COMPANY_NAME= TX_PRVD_NM+’ ,’+ NM_PRVD_FST
Else
    IFC_COMPANY_NAME= TX_PRVD_NM
IFC_TRANSACTION_CODE=23 (Prenote)
```

Write the Entry Detail Record using the appropriate file layout below.

Add 1 to the Entry Detail count

Add PROVIDER_ORG.ID_ABA_NMBR to the sum of Receiving Bank Numbers for Detail Entry Records

Add 1 to the count of physical records on the file

Step 6: Update PROVIDER_ORG table

Set PROVIDER_ORG.CD_PRENOTE_STAT= ‘S’ (Prenote Sent)

Set PROVIDER_ORG.DT_PRENOTE_SENT= IFC_TRANSMISSION_DATE

Set PROVIDER_ORG.TX_PRENOTE_NMBR= IFC_TRACE_NUMBER

Set PROVIDER_ORG.TS_UP= Current date and time

Set PROVIDER_ORG.ID_UP= ‘3333’ (Program Identifier)

Create the ‘Review Provider EFT Information’ tickler described in section 1.3.4.1.

Repeat Steps 5 and 6 until all the selected PROVIDER_ORG rows are processed.

6 RECORD- Entry/Detail Record- Provides record of each transaction. Contain all information necessary to process the debit, credit or prenote as described by the transaction code.

WiSACWIS Mapping	Type	Field Description
IFC_TYPE	Char(1) Value=’6’	Record Type Code
IFC_TRANSACTION_CODE	Char(2) Value=’22’ (Payment) Value=’23‘ (Prenote)	Transaction Code
IFC_ABA_NUMBER	Char(9)	Actual FRD/ABA and calculated MOD 10 check digit
IFC_ACCOUNT_NUMBER	Char(17)*	Account number receiving credit or debit.
IFC_AMOUNT	Char(10)	Amount of transaction (if prenote, amount=0) 9(8)V99
IFC_ID_NUMBER	Char(15)	Individual Identification Number=

		determined by the sending company-customer number for the transaction.
IFC_COMPANY_NAME	Char(22)	Receiving company’s name or other descriptive information
IFC_DSCRTNR_DATA	Char(2) Spaces	Discretionary Data
IFC_ADDENDA_INDICATOR	Char(1) Value=0	Addenda Record Indicator (1 if addenda record follows, otherwise ‘0’
IFC_TRACE_NUMBER	Char(15) 1)80-87 Char(8) Value=’07500002’ 2)88-94 Char(7)	Trace Number 88-94= Ascending Sequence Number of record on the file (Initialize to ‘1’, add 1 for each additional detail record written)
IFC_FUND	Char(2) Value=’05’	
IFC_AGENCY	Char(3) Value=’435’	
IFC_FILLER	Char(21) Spaces	

- Left Justify, fill with spaces

Step 7: Write Company/Batch Control Record

IFC_ENTRY_COUNT= Count of Entry Detail records

IFC_ ENTRY_HASH= Sum of Receiving Bank Numbers for Detail Entry Records

IFC_TOTAL_DEBIT= ‘000000000000’

IFC_TOTAL_CREDIT= Sum of all IFC_AMOUNT in the Detail Records

Write the Company/Batch Control Record using the appropriate 8 RECORD file layout below.

Add 1 to the count of physical records on the file

8 RECORD- Company/Batch Control Record – Immediately follows the last Detail Record (6-record) or Addenda Record (7 record). The function of this record is to provide totals for all entries in a batch. The batch number is the same as on the Batch Header Record.

WiSACWIS Mapping	Type	Field Description
IFC_TYPE	Char(1) Value=’8’	Record Type Code
IFC_SERVICE_CLASS	Char(3) Value=’200’	Service Class Code
IFC_ENTRY_COUNT	Char(6)	Entry Count (total count of 6 Records in this batch)
IFC_ENTRY_HASH	Char(10)	Entry Hash. This is the sum of the “Receiving Bank Number’s” from the 6 Records. (This is the sum of all of the 8 digit bank numbers, 9th digit is not included)
IFC_TOTAL_DEBIT	Char(12)	Total Debit Amount (sum of all the debit records in batch ($$$$$$$$cc)
IFC_TOTAL_CREDIT	Char(12)	Total Credit Amount (sum of all the credit records in batch ($$$$$$$$cc)
IFC_COMPANY_ID	Char(10) Value=’1396028867’	Company ID (same as 5 RECORD position 41-50 1FFFFFFFFF)

IFC_RESERVED	Char(25) Spaces	Reserved. Not Changeable
IFC_ORIGIN_BANK	Char(8) Value='07500002'	Originating Bank ID
IFC_BATCH_NUMBER	Char(7) Value='0000001'	Batch Number (ascending number of batch on the file Initialize to 1, add one for each batch header written.
IFC_FUND	Char(2) Value='05'	
IFC_AGENCY	Char(3) Value='435'	
IFC_FILLER	Char(21) Spaces	

Step 8: Write File Control Record

IFC_BLOCK_COUNT = Number of physical blocks on the file. Add 1 for each ten physical records. If the last block has less than10 records, increase this number by one.

IFC_ENTRY_COUNT= Count of Entry Detail records

IFC_ ENTRY_HASH= Sum of Receiving Bank Numbers for Entry Detail Records

IFC_TOTAL_DEBIT= '000000000000'

IFC_TOTAL_CREDIT= Sum of all IFC_AMOUNT in the Entry Detail Records

Write the File Control Record using the appropriate 9 RECORD file layout below.

9 RECORD- File Control Record – Provides totals of entire file for control purposes. This the last record before the trailer records or any labels.

WiSACWIS Mapping	**Type**	**Field Description**
IFC_TYPE	Char(1) Value='9'	Record Type Code
IFC_BATCH_COUNT	Char(6)	Batch Count (Number of batches

	Value='000001'	on the file)
IFC_BLOCK_COUNT	Char(6)	Block Count (Number of physical blocks on the file. Add 1 for each ten physical records. If the last block has less than10 records, increase this number by one.
IFC_ENTRY_COUNT	Char(8)	Entry Count (total count of 6 Records in this batch)
IFC_ENTRY_HASH	Char(10)	Entry Hash. This is the sum of the "Receiving Bank Number's" from the 6 Records. (This is the sum of all of the 8 digit bank numbers, 9th digit is not included)
IFC_TOTAL_DEBIT	Char(12)	Total Debit Amount (sum of amounts of all debit records ($$$$$$$$cc)
IFC_TOTAL_CREDIT	Char(12)	Total Credit Amount (sum of amounts of all credit records ($$$$$$$$cc)
IFC_FILLER	Char(39) Spaces	Spaces
IFC_FUND	Char(2) Value='05'	
IFC_AGENCY	Char(3) Value='435'	
IFC_FILLER	Char(21) Spaces	

1.4.4. Check Write Program

Program Name: PW003B01

Process Summary: The Check Write program is used by DOA to print the checks and check stubs. The check stub lists all payment lines for the payee. The columns displayed on the check stub are Child Name, Payment Start Date, Number of Days, Basic, Suppl, Except , Other, Total and Description. The sum of the Total column is displayed at the end of the check stub and is the same amount that appears on the check. WiSACWIS interfaces with the Check Write Program in two ways. *WiSACWIS to DOA- Check Write File Extract* batch program collects all WiSACWIS payments and payment adjustments the will be included in the next check run and sends their information to the Check Write Program. The Check Write Program reads the parameter card to determine the type of input file, the starting check number and check date. It sorts the input file records by direct deposit indicator, payee id, provider id, child id, payment start date, number of days, payment type and service description respectively. On the check stub, payment records that have the same combination of direct deposit indicator, payee id, provider id, child id, payment start date and number of days appear on the same payment line, and their amounts are totaled and displayed in the Total column. The individual payment amounts appear on the check stub under the Basic, Suppl, Except or Other columns based on the payment type value. For overpayment adjustments, the adjustment amount is displayed in the Other and Total columns and is a negative amount. Each payment line on the check stub is followed by a description line. Once all the checks are printed, the output file is sent to WiSACWIS through the *DOA TO WiSACWIS- Printed Checks* batch program. The program reads the extract file from the DOA and updates WiSACWIS database with information such as the check number and check date.

Frequency: Monthly/Weekly

Dependencies: None

Input Parameters: File Type (Adoption Payroll file or Foster Care Payroll)
Starting Check Number
Check Date

1.4.5. DOA to WiSACWIS- Checks Printed

Program Name: b-fm02-chk-printed

Process Summary: This interface provides information on checks that have been printed and loads it into WiSACWIS. The batch process reads an extract file from the DOA- Check Write Program and the extract files from the County Check Write Program and updates the Checks table with information of the check number, check date, and check disposition. It also updates Payment and Payment Adjustment tables with the check number and check date.

Frequency: Nightly

Dependencies: WiSACWIS to DOA- Check Write File Extract program has been run successfully.

Input Parameters: None

Input Files: cycle-date-override

fm02-chk-printed-County Code

Output Files: None

Database Tables:

CHECKS	R, U
PAYMENT	R, U
PAYMENT_ADJUSTMENT	R, U

Process Description:

Control Card Specifics

- The DOA Extract file will have the County code appended to the filename (i.e. fm02-chk-printed-13 for Dane County). The program will cycle through the files, and read each file. If a particular County has no file, the program will skip this code value, and go to the next in the sequence.

Read DOA or County extract file using the file layout below.

For each file, the program will retrieve Check Number (PP-CHECK NUMBER), Check Date (PP-CHECK-DATE), Voucher Number (PP-VOUCHER-NUMBER), Voucher Date (PP-VOUCHER-DATE), Payee ID (PP-PAYEE-ID) and County (PP-COUNTY-CODE).

For each record, do the following:

Select [ID_CHCK_NMBR, DT_CHCK, ID_CHCK] from PAYMENT table where PAYMENT.ID_VCHR_NO= PP-VOUCHER-NUMBER and PAYMENT.ID_PAYEE= PP-PAYEE-ID
Update each PAYMENT table record:

PAYMENT.ID_CHCK_NMBR = PP-CHECK-NUMBER
PAYMENT.DT_CHCK = PP-CHECK-DATE
PAYMENT.TS_UP= current date
PAYMENT.ID_UP=6300 (Program Identifier)

Select [ID_CHCK_NMBR, DT_CHCK, ID_CHCK] from PAYMENT_ADJUSTMENT table where PAYMENT_ADJUSTMENT.ID_VCHR_NO= PP-VOUCHER-NUMBER and PAYMENT_ADJUSTMENT.ID_PAYEE= PP-PAYEE-ID

Update each PAYMENT ADJUST table record:

PAYMENT_ADJUST.ID_CHCK_NMBR = PP-CHECK-NUMBER
PAYMENT_ADJUST.DT_CHCK= PP-CHECK-DATE
PAYMENT_ADJUST.TS_UP= current date
PAYMENT_ADJUST.ID_UP=6300 (Program Identifier)

Update CHECKS table record associated with the Payments and Payment Adjustments.
(PAYMENT.ID_CHCK=CHECKS.ID_CHCK) or
(PAYMENT_ADJUST.ID_CHCK=CHECKS.ID_CHCK)
Only one check row needs to be updated for all payment and payment adjustment table records that have the same voucher number and provider id.

CHECKS.ID_CHCK_NMBR = PP-CHECK-NUMBER
CHECKS.DT_CHCK_DATE = PP-CHECK-DATE
CHECKS.CD_CHCK_DISP = ‘O’
CHECKS.DT_DISP = current date
CHECKS.TS_UP= current date
CHECKS.ID_UP=6300 (Program Identifier)

DOA Extract Record Layout (Checks Printed)

DOA Extract Record	Type
PP-VOUCHER-NUMBER	Pic X(5)
PP-VOUCHER-TYPE-CODE	Pic X(2)
PP-VOUCHER-DATE	Pic X(10)
PP-PAYEE-ID	PIC X(10)

PP-CHECK-NUMBER	PIC X(8)
PP-CHECK-DATE	PIC X(10)

1.4.6. WiSACWIS to FMS- Expenditures

Program Name: b-fm02-jas-expenditures

Process Summary: NOTE: Based on the State's request, the electronic interface between WiSACWIS and FMS is no longer in use. However, this program is still used to generate the data that feeds into the Voucher Worksheet report. The fiscal worker uses the Voucher Worksheet to manually enter WiSACWIS accounting information into FMS.

This program will collect all WiSACWIS expenditures for a given voucher number and County, and post them to FMS. This job stream consists of the following steps:

Step One: Select care and support payments to providers for a specified County, paid through WiSACWIS. Information taken from the Payment and Payment Adjustment tables is written to the RPT_JAS_EXPND_DETL table.

Step Two: The data written to the RPT_JAS_EXPND_DETL table is read. Amounts are summarized in accordance to the defined accounting strip level. The resulting summarized Expenditure Extract file will be passed to FMS.

Frequency: Monthly/Weekly

Dependencies: b-fm02-check-write-file must run before this program.

Input Parameters: fm02-06-parameter

Job Name

Create Date

Voucher Number

County Code

Input Files: None

Output Files: fm02-06-expenditures

Database Tables:		
	CHECKS	R, U
	PAYMENT	R
	PAYMENT ADJUSTMENT	R

Process Description:

Control Card Record Layout

Description	Type	Length
CC-JOB-NAME	Character	6
CC-FIELD-SEPARATOR (*)	Character	1
CC-CREATE-DATE	Numeric	8
CC-VOUCHER-NUMBER	Character	5
CC-FIELD-SEPARATOR (*)	Character	1
CC-COUNTY-CODE	Character	3

Control Card Specifics

- b-fm02-jas-expenditures can be run for one County at a time.

Read Check table select [ID_CHECK, DT_DISP] from all rows where [FL_POSTED = ‘N’ and ID_VOUCHER_NUMBER = Voucher Number and CD_CNTY = County Code] as entered on the parameter card. For each Check row:

- Update the Check row and set FL_POSTED to ‘Y’
- Read Payment table select [ID_PMNT, DT_FSCL_YR, CD_FED_APPR, CD_ST_APPR, CD_FED_PRJCT, CD_ST_PRJCT, CD_FED_DEPT, CD_ST_DEPT, CD_FED_DIV, CD_ST_DIV, CD_FED_FUND, CD_ST_FUND, CD_ST_SUBLVL, CD_FED_SUBLVL, TX_ST_ACCT_NO, TX_FED_ACCT_NO, AM_RQST, AM_FED, AM_STATE, ID_VCHR_NO] from all rows where [ID_CHCK of Payment = ID_CHCK of Check] and

  For each Payment row:

  Determine fiscal year

  IFC_FISCAL_YEAR= rightmost digit of PAYMENT.DT_FSCL_YR

  If AM_RQST <> AM_STATE (the payment record contains a federal and a state portion), then

        - Write an Expenditure Extract record for the State portion using the layout below.

          IFC_VOUCHER_NUMBER=ID_VCHR_NO
          IFC_FUND= CD_ST_FUND
          IFC_DEPARTMENT=CD_ST_DEPT
          IFC_APPROPRIATION=CD_ST_APPR
          IFC_SUBLEVELS=CD_ST_SUBLVL
          IFC_PROJECT=CD_ST_PRJCT
          IFC_CLASS=CD_ST_DIV
          IFC_CENTRAL_ACCOUNTING= TX_ST_ACCT_NO
          IFC_AMOUNT=AM_STATE

        - Write an Expenditure Extract record for the Federal portion using the layout below.

          IFC_VOUCHER_NUMBER=ID_VCHR_NO
          IFC_FUND= CD_FED_FUND
          IFC_DEPARTMENT=CD_FED_DEPT
          IFC_APPROPRIATION=CD_FED_APPR
          IFC_SUBLEVELS=CD_FED_SUBLVL
          IFC_PROJECT=CD_FED_PRJCT
          IFC_CLASS= CD_FED_DIV
          IFC_CENTRAL_ACCOUNTING= TX_FED_ACCT_NO
          IFC_AMOUNT=AM_FED

    - IF AM_RQST = AM_STATE (the payment record contains a state portion only), then

        - Write an Expenditure Extract record for the State portion using the layout below.

          IFC_VOUCHER_NUMBER=ID_VCHR_NO
          IFC_FUND= CD_ST_FUND
          IFC_DEPARTMENT=CD_ST_DEPT
          IFC_APPROPRIATION=CD_ST_APPR
          IFC_SUBLEVELS=CD_ST_SUBLVL
          IFC_PROJECT=CD_ST_PRJCT
          IFC_CLASS=CD_ST_DIV
          IFC_CENTRAL_ACCOUNTING= TX_ST_ACCT_NO
          IFC_AMOUNT=AM_STATE

- Read Payment Adjustment table select [ID_PMNT, DT_FSCL_YR, CD_FED_APPR, CD_ST_APPR, CD_FD_PRJCT, CD_ST_PRJCT, CD_FED_RESP, CD_ST_RESP, CD_FED_DEPT, CD_ST_DEPT, CD_FED_DIV, CD_ST_DIV, CD_FED_FUND, CD_ST_FUND, CD_ST_SUBLVL, CD_FED_SUBLVL, TX_ST_ACCT_NO, TX_FED_ACCT_NO, AM_RQST, AM_FED, AM_STATE, ID_VCHR_NO] from all rows where [ID_CHCK of Payment Adjustment = ID_CHCK of Check]

For each Payment Adjustment row:

Determine fiscal year

IFC_FISCAL_YEAR= rightmost digit of PAYMENT_ADJUSTMENT.DT_FSCL_YR

If AM_RQST <> AM_STATE (the payment adjustment record contains a federal and a state portion), then

- Write an Expenditure Extract record for the State portion using the layout below.

  IFC_VOUCHER_NUMBER=ID_VCHR_NO
  IFC_FUND= CD_ST_FUND
  IFC_DEPARTMENT=CD_ST_DEPT
  IFC_APPROPRIATION=CD_ST_APPR
  IFC_SUBLEVELS=CD_ST_SUBLVL
  IFC_PROJECT=CD_ST_PRJCT
  IFC_CLASS=CD_ST_DIV
  IFC_CENTRAL_ACCOUNTING= TX_ST_ACCT_NO
  IFC_AMOUNT=AM_STATE *-1

- Write an Expenditure Extract record for the Federal portion using the layout below.

  IFC_VOUCHER_NUMBER=ID_VCHR_NO
  IFC_FUND= CD_FED_FUND
  IFC_DEPARTMENT=CD_FED_DEPT
  IFC_APPROPRIATION=CD_FED_APPR (Truncate extra space)
  IFC_SUBLEVELS=CD_FED_SUBLVL
  IFC_PROJECT=CD_FED_PRJCT (Truncate extra space)
  IFC_CLASS= CD_FED_DIV
  IFC_CENTRAL_ACCOUNTING= TX_FED_ACCT_NO
  IFC_AMOUNT=AM_FED* -1

- IF AM_RQST = AM_STATE (the payment adjustment record contains a state portion only), then
  - Write an Expenditure Extract record for the State portion using the layout below.

    IFC_VOUCHER_NUMBER=ID_VCHR_NO
    IFC_FUND= CD_ST_FUND
    IFC_DEPARTMENT=CD_ST_DEPT
    IFC_APPROPRIATION=CD_ST_APPR (Truncate extra space)
    IFC_SUBLEVELS=CD_ST_SUBLVL

IFC_PROJECT=CD_ST_PRJCT (Truncate extra space)
IFC_CLASS=CD_ST_DIV
IFC_CENTRAL_ACCOUNTING= TX_ST_ACCT_NO
IFC_AMOUNT=AM_STATE * -1

RPT_JAS_EXPND_DETL (Expenditure Extract Record)

WiSACWIS	Type
IFC_FISCAL_YEAR	Char(1)
IFC_VOUCHER_NUMBER	Char(5)
IFC_FUND	Char(2)
IFC_DEPARTMENT	Char(3)
IFC_APPROPRIATION	Char(3)
IFC_SUBLEVELS	Char(6)
IFC_PROJECT	Char(3)
IFC_CLASS	Char(4)
IFC_CENTRAL_ACCOUNTING	Char(5)
IFC_AMOUNT	Number(11,2)
IFC_COUNTY_CODE	Char(3)
IFC_COUNTY	Char(40)

Summarize

Input: The detail expenditure records on the RPT_JAS_EXPND_DETL from step 1.

Output File: Summarized Expenditure File for WiSACWIS input

Group By Criteria: By accounting strip combination in ascending order by all of the below fields except amount.

IFC_FISCAL_YEAR
IFC_VOUCHER_NUMBER
IFC_FUND
IFC_DEPARTMENT
IFC_APPROPRIATION
IFC_SUBLEVELS
IFC_PROJECT
IFC_CLASS
IFC_CENTRAL_ACCOUNTING
IFC_AMOUNT
Sum Field: Expenditure Amount (IFC_AMOUNT)

Processing:

- Read RPT_JAS_EXPND_DETL.

- For each unique combination of accounting strip code values above (excluding IFC_AMOUNT)
  Sum expenditure amounts. If an expenditure amount is negative or zero then stop processing and ignore the following.
  Write a detail record using the Account Detail Expenditure Record layout below.

- Sum all expenditure amounts for the input voucher number.
  IFC_TOTAL_AMOUNT= sum of all IFC_AMOUNT for a voucher. Write a header record using the Account Summary Header Record layout below.

Determine month code

Get current month MM from the Create Date on the parameter card

- For months ‘01‘ Through ‘09’:

IFC_MONTH= ‘1’ Through ‘9’ respectively
- For month ‘10’:

IFC_MONTH= ‘O’
- For month ‘11’:

IFC_MONTH= ‘N’
- For month ‘12’:

IFC_MONTH= ‘D’

Determine day code

Get current day DD from the Create Date on the parameter card
- For days ‘01‘ Through ‘09’:

IFC_DATE= ‘1’ Through ‘9’ respectively
- For day ‘10’:

IFC_DATE= ‘0’
- For days ’11’ Through ‘31’:

IFC_DATE= ‘A’ Through ‘U’

Determine Fiscal Year in Header Record

IFC_FISCAL_YEAR= rightmost digit of current fiscal year derived from the Create Date on parameter card

Determine Accounting Document Number
- IFC_ACCT_DOCUMENT_NUM= IFC_VOUCHER_NUMBER

Account Summary Header Record

WiSACWIS Mapping	Type	FMS	Type
IFC_MONTH	Char(1)	CHR-MONTH	Pic X
IFC_DATE	Char(1)	CHR-DATE	Pic X
IFC_BATCH_SEQ_NUMBER	Char(2) Value= ‘81’	CHR-BATCH-SEQ-NUMBER	Pic XX
IFC_POST_DATE	Char(1) Value= ‘A’	CHR-POST-DATE	Pic X
IFC_CHECK_SERIES	Char(1) Value= ‘A’	CHR-CHECK-SERIES	Pic X
IFC_BATCH_INDICATOR	Value= ‘-‘	CHR-BATCH-INDICATOR	Pic X
IFC_FUND	Value= ‘05’	CHR-FUND	Pic XX
IFC_FILLER1	Char(1) Spaces	CHR-FILLER1	Pic X
IFC_SEQUENCE_NUMBER	Char(2) Value= ‘81’	CHR-SEQUENCE-NUMBER	Pic XX
IFC_FISCAL_YEAR	Char(1)	CHR-FISCAL-YEAR	Pic X
IFC_CHECK_TITLE	Char(1) Value= ‘A’	CHR-CHECK-TITLE	Pic X
IFC_FILLER2	Char(22) Spaces	CHR-FILLER2	Pic X(22)
IFC_TOTAL_AMOUNT	Number(11,2)	CHR-AMOUNT	Pic 9(9)v99
IFC_FILLER3	Char(33) Spaces	CHR-FILLER3	Pic X(33)
IFC_FILLER4	Char(80) Spaces	CER-FILLER4	Pic X(80)

Account Detail Expenditure Record

WiSACWIS Mapping	Type	FMS	Type
IFC_MONTH	Char(1)	CER-MONTH	Pic X
IFC_DATE	Char(1)	CER-DATE	Pic X
IFC_BATCH_SEQ_NUMBER	Char(2) Value = ‘81’	CER-BATCH-SEQ-NUMBER	Pic XX
IFC_POST_DATE	Char(1) Value =‘A’	CER-POST-DATE	Pic X
IFC_TRANSACTION_TYPE	Char(2) Value = ‘51’	CER-TRANSACTION-TYPE	Pic XX
IFC_FUND	Char(2)	CER-FUND	Pic XX
IFC_DEPARTMENT	Char(3)	CER-DEPARTMENT	Pic XXX
IFC_APPROPRIATION	Char(3)	CER-APPROPRIATION	Pic XXX
IFC_SUBLEVELS	Char(6)	CER-SUBLEVELS	Pic X(6)
IFC_PROJECT	Char(3)	CER-PROJECT	Pic XXX
IFC_MILES	Char(4) Spaces	CER-MILES	Pic XXXX
IFC_BARG_UNIT	Char(1) Spaces	CER-BARG-UNIT	Pic X
IFC_CLASS	Char(4)	CER-CLASS	Pic XXXX
IFC_FISCAL_YEAR	Char(1)	CER-FISCAL-YEAR	Pic X
IFC_VOUCHER_NUMBER	Char(5)	CER-VOUCHER-NUMBER	Pic X(5)
IFC_AMOUNT	Number(10,2)	CER-AMOUNT	Pic 9(8)v99
IFC_DESCRIPTION	Char(25) Spaces	CER-DESCRIPTION	Pic X(25)
IFC_FILLER1	Char(1) Spaces	CER-FILLER1	Pic X
IFC_CENTRAL_ACCOUNTING	Char(5)	CER-CENTRAL-ACCOUNTING	Pic X(5)
IFC_ACCT_VENDOR_NUMBER	Char(10) Value= ‘D435’	CER-ACCT-VENDOR-NUMBER	Pic X(10)
IFC_FILLER2	Char(13) Spaces	CER-FILLER2	Pic X(13)
IFC_ACCT_DOCUMENT_FILL	Char(1) Value= ‘Z’	CER-ACCT-DOCUMENT-FILL	Pic X
IFC_ACCT_DOCUMENT_NUM	Char(5)	CER-ACCT-DOCUMENT-NUM	Pic X(5)
IFC_FILLER3	Char(51) Spaces	CER-FILLER3	Pic X(51)

Additional Notes:

- In the unlikely event that a negative amount is generated for an account strip. The program will stop processing. Once the problem has been solved and before the program is re-run, the following needs to be done:
    1) Delete the rows created in the RPT_JAS_EXPND_DETL for the unsuccessful run. Note that RPT_JAS_EXPND_DETL maintains a history of all runs for use by the Voucher Worksheet report.
    2) Update the Checks table with fl_posted= 'N' for check rows processed in the unsuccessful run. This allows the checks rows to be reprocessed after the problem is fixed.
- The data for the Voucher Worksheet report is written to the RPT_JAS_EXPND_DETL table, and the report for a given voucher number can be generated at any time using the on-demand reporting tool.

1.4.7 Create 1099 Extract File

Program Name:	b-fm02-1099-reporting
Script Name:	b-fm02-08.script
Process Summary:	The program generates (1) an extract file to be used for the generation of 1099 forms and (2) a 1099 report to be used to track those payments made to providers who are 1099 eligible and offer 1099 eligible services. The Process description section in this topic paper describes how the extract file is generated. Please refer to the FM02 – 1099 Report for the details of the report layout and processing description. Requirements for 1099 eligibility is captured on both the Home Provider window (PM02a: Home Provider) and Private Provider window (PM02b: Private Provider) as well as the Maintain Service Type and Rate window (Pm01: Maintain Service Types). The selected information will be provided to generate 1099 forms.
Frequency:	Yearly
Dependencies:	Successful completion of Check Write, WiSACWIS to FMS-Expenditures, and Overpayment Adjustment batch programs.

Input Parameters: fm02-08-parameter

Job Name
Fiscal Year
Create Date

Input Files: cycle-date-override

Output Files: fm02-08-dfa-1099 (extract file)

Database Tables:

ADDRESS	R
APPROVAL	R
PAYMENT	R
PROVIDER_ORG	R
SERVICE_TYPE	R

Process Description:

This section describes how the extract file is generated. Please refer to the FM02 – 1099 Report for the details of the report layout and processing description.

Read Provider Org table and select records based on the following criteria:

- For all providers where FL_1099 = ‘Y’ select [ID_BSNS, ID_PRVD_ORG, ID_SSN_FEIN, TX_PRVD_NM, NM_PRVD_FST]
- **To include non-contingency fund payments**, Read PAYMENT table and select those rows WHERE PAYMENT.id_payee = PROVIDER_ORG.id_prvd_org AND PAYMENT.am_rqst >0 AND PAYMENT.cd_pmnt_stat <> ‘C’ and PAYMENT.cd_srvc = SERVICE_TYPE.cd_srvc AND SERVICE_TYPE.fl_non_sys_disb = ‘N’ and SERVICE_TYPE.fl_1099 = “Y”.
    - Determine if check date (DT_CHCK) occurred within the specified year on the control card; continue.
  - **To include contingency fund payments**, Read PAYMENT table and select those rows WHERE PAYMENT.id_prvd_org = PROVIDER_ORG.id_prvd_org AND PAYMENT.am_rqst >0 AND PAYMENT.cd_srvc = SERVICE_TYPE.cd_srvc AND SERVICE_TYPE.fl_non_sys_disb = ‘Y’ and SERVICE_TYPE.fl_1099 = ‘Y’.
    - Verify appropriate approvals have been applied to the Payment table entry by reading the Approvals table using the Payment ID (ID_PMNT) and checking the approval status. If the Action Code (CD_ACTN) = “A” and Status Code (CD_STAT) = “A,” then continue.

  - Also, verify that PAYMENT.dt_invc (which is used to store the check date for payments made form contingency fund) occurred within the specified year on the control card; continue.
- **To deduct overpayments**
  - Select all PAYMENT records where PAYMENT.am_rqst <0 (i.e., overpayments) AND PROVIDER_ORG.id_prvd_org = **Overpayment-ID-Payee** AND PAYMENT.cd_srvc = SERVICE_TYPE.cd_srvc AND SERVICE_TYPE.fl_non_sys_disb = ‘N’ and SERVICE_TYPE.fl_1099 = “Y”.
  - The following routine is used to identify the provider that was the original payee of the overpayment. We will refer to it as **Overpayment-ID-Payee** for the remaining of report design.
  - IF for the selected PAYMENTrecord, PAYMENT.id_prvd_org = PAYMENT.id_bsns, THEN SET **Overpayment- ID-Payee** = PAYMENT.id_bsns.
  - IF PAYMENT.id_prvd_org <> PAYMENT.id_bsns, THEN
    - IF PAYMENT.am_rqst = PAYMENT.am_admin, THEN **Overpayment- ID-Payee** = PAYMENT.id_bsns.
    - IF PAYMENT.am_rqst <> PAYMENT.am_admin, THEN
      - Select PROVIDER_ORG.fl_nfp WHERE PROVIDER_ORG.id_prvd_org = PAYMENT.id_bsns.
        - IF PROVIDER_ORG.fl_nfp = "Y", THEN **Overpayment- ID-Payee** = PAYMENT.id_bsns.
        - IF PROVIDER_ORG.fl_nfp = "N", THEN **Overpayment- ID-Payee** = PAYMENT.id_prvd_org.
- To get the Provider Address Lines for the output file Select [AD_STRT_NBR, AD_STRT_NME, AD_APT, AD_LN3, TX_TOWN, CD_STATE, CD_ZIP] from the Address table WHERE ADDRESS.cd_grp = “5” (i.e., Provider Address) AND ADDRESS.cd_grp = “1” (i.e., Physical Address).
- Add the AM_RQST from this Payment record to a 1099 Accumulator for this Provider.
- Write 1099 detail record using the following 1099 file layout.

1099 Detail Record Layout

		1099 Record	
WiSACWIS Mapping	**Type**	**IFC file**	**Type**
PROVIDER_ORG.id_ssn_fein	Char (9)	TAXID	Pic 9(09)
PROVIDER_ORG.id_prvd_org	Float	VENDORID	Pic x(11)
PROVIDER_ORG.nm_prvd_fst*	Char (15)	VENDORNAME1	Pic x (10)
PROVIDER_ORG.tx_prvd_nm*	Char (34)	VENDORNAME2	Pic x(20)
ADDRESS.ad_strt_nbr* ADDRESS.ad_strt_nme,	Char (6)	VENDORADDR1	Pic x(25)

ADDRESS.ad_apt	Char (24) Char (4)		
Continue address if more than 25 characters long	Char	VENDORADDR1	Pic x (25)
ADDRESS.tx_town*	Char (40)	VENDORCITY	Pic x (15)
ADDRESS.cd_state	Char (2)	VENDORST	Pic x (2)
ADDRESS.cd_zip	Char (9)	VENDORZIP5	Pic 9 (5)
		VENDORZIP4	Pic 9 (4)
1099 Accumulator	Decimal (8,2)	PMNTAMT	S 9 (10)v99

*Truncate as needed

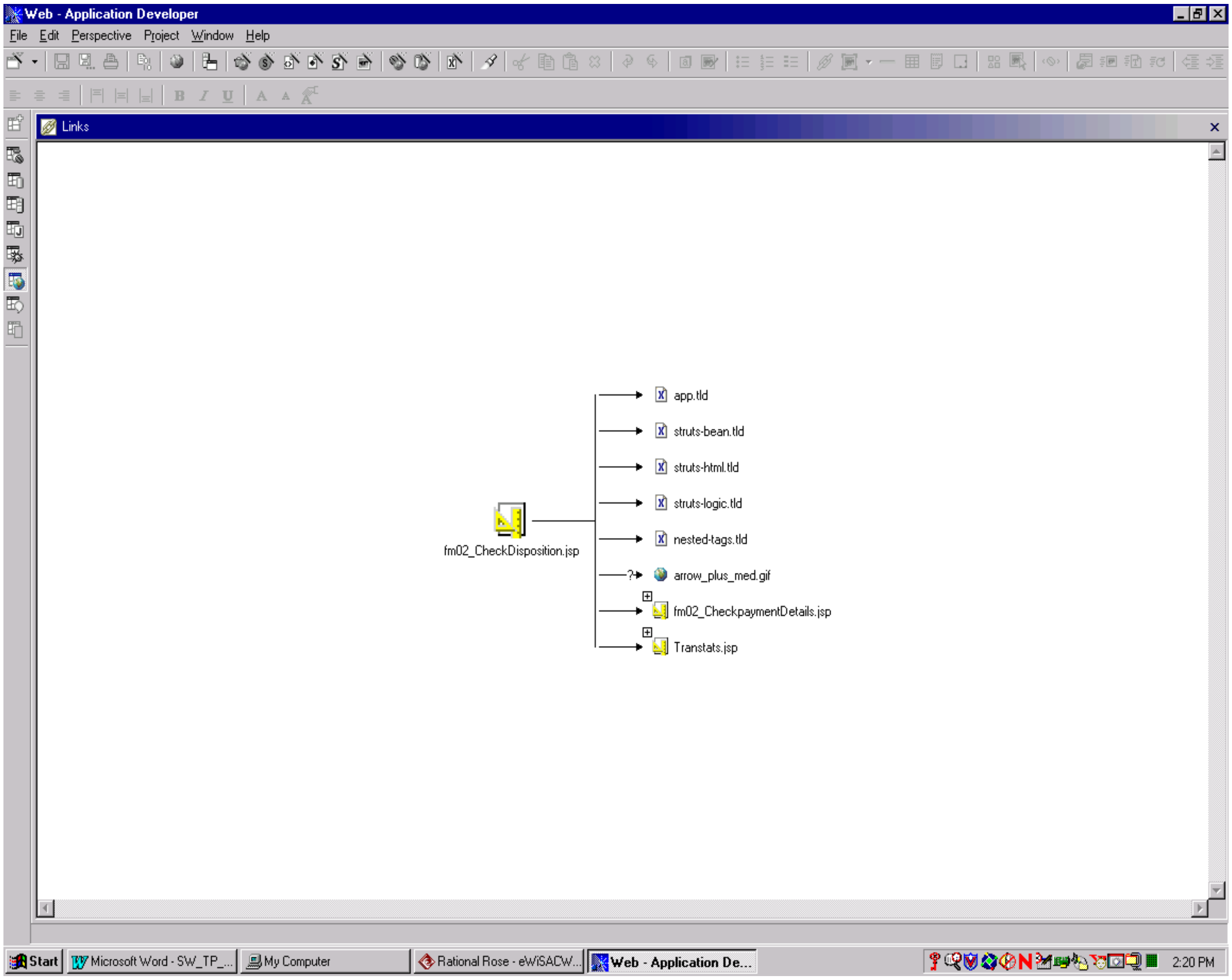
1.5 Online Components

1.5.1 User Interface Components

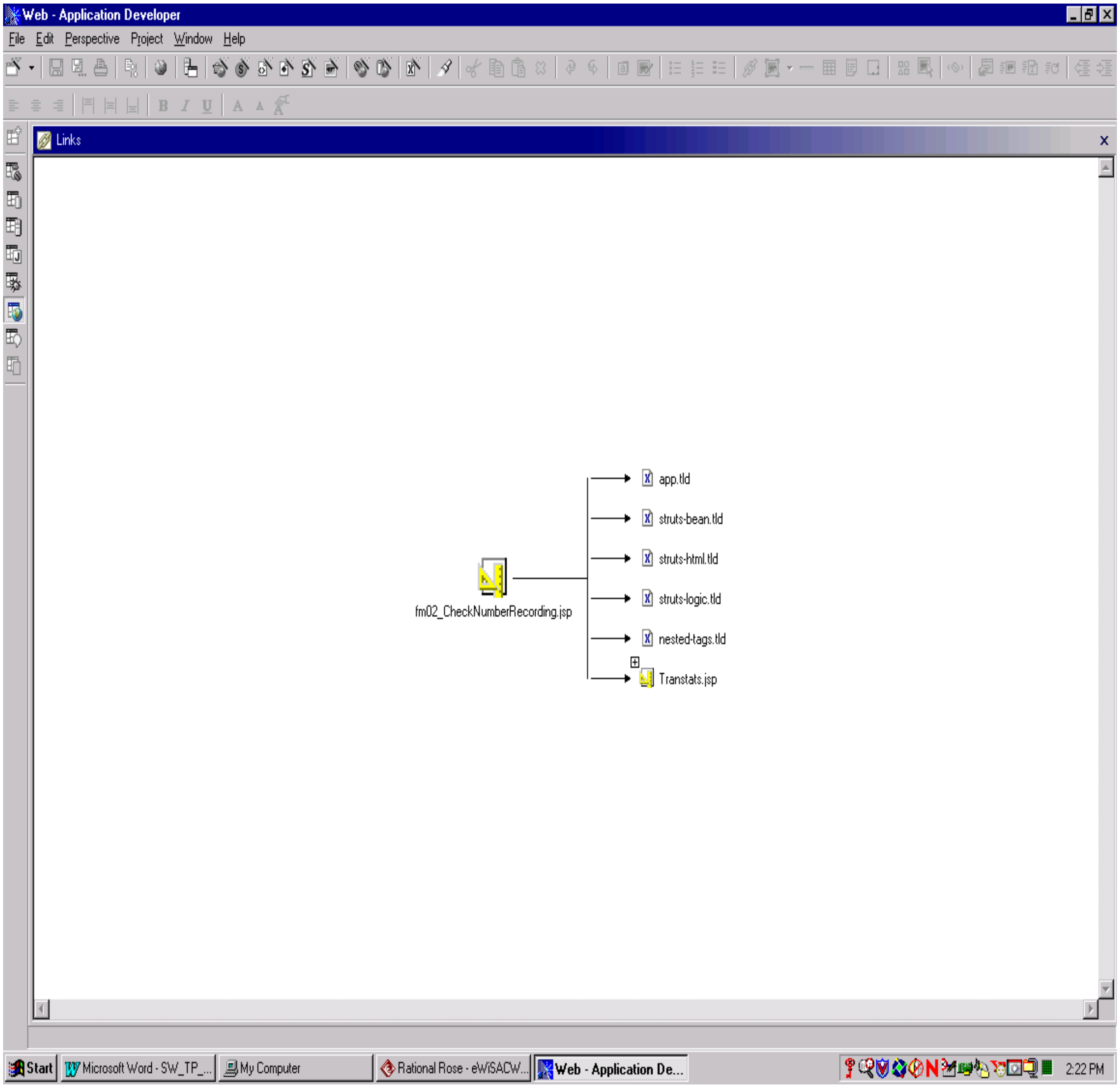
There are four primary JSPs for the FM02 (Checks) topic, fm02_CheckDisposition.jsp, fm02_CheckNumberRecording.jsp, fm02_ManualCheck.jsp and fm02_ReviewPendingCheck.jsp. Each has a corresponding Javascript file. In the fm02_CheckDisposition JSP "includes" have been created for each tab. This was done because of the size of the page, so that the "Branch Too Large" error (64K size limit) is eliminated.

Below are the link diagrams of the different pages involved in the fm02 (Checks) topics.

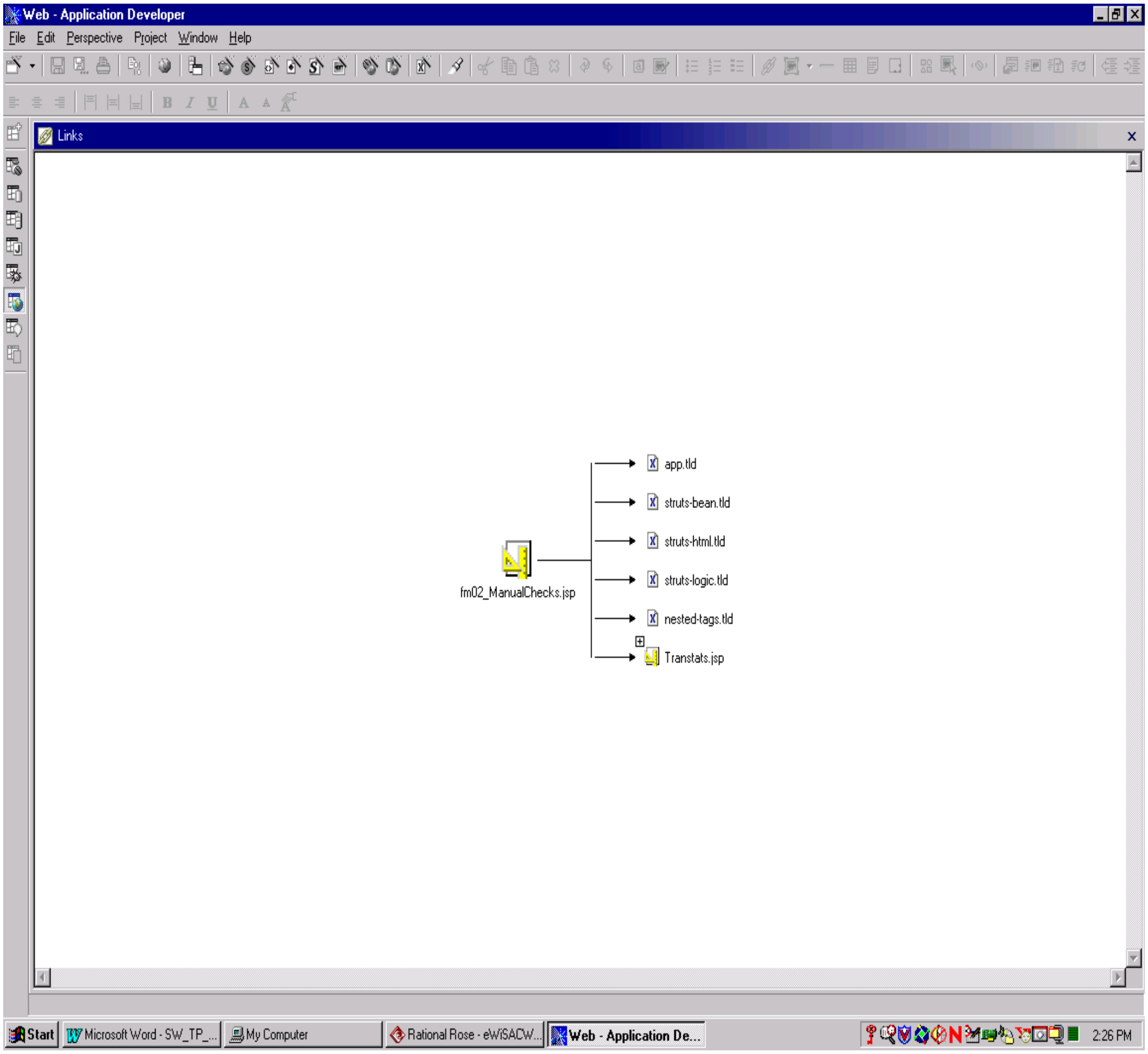
fm02_CheckDisposition.jsp


Web - Application Developer
File
Edit
Perspective
Project
Window
Help
Links
fm02_CheckDisposition.jsp
app.tld
struts-bean.tld
struts-html.tld
struts-logic.tld
nested-tags.tld
?
arrow_plus_med.gif
fm02_CheckpaymentDetails.jsp
Transtats.jsp
Start
Microsoft Word - SW_TP_...
My Computer
Rational Rose - eWiSACW...
Web - Application De...
N
2:20 PM

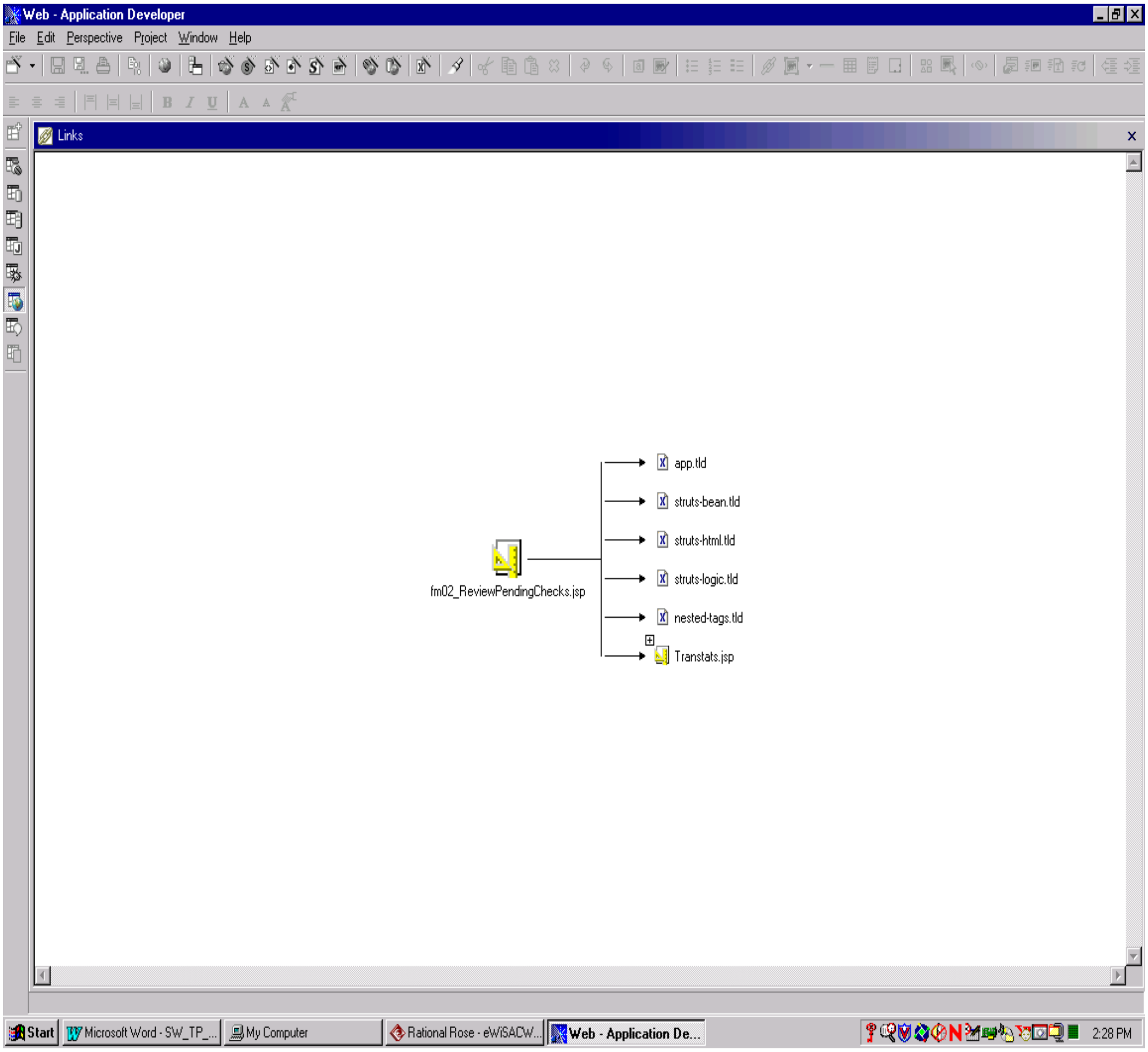
fm02_CheckNumberRecording.jsp


Web - Application Developer
File Edit Perspective Project Window Help
Links
fm02_CheckNumberRecording.jsp
app.tld
struts-bean.tld
struts-html.tld
struts-logic.tld
nested-tags.tld
Transtats.jsp
Start
Microsoft Word - SW_TP_...
My Computer
Rational Rose - eWiSACW...
Web - Application De...
2:22 PM

fm02_ManualChecks.jsp


Web - Application Developer
File Edit Perspective Project Window Help
Links
fm02_ManualChecks.jsp
app.tld
struts-bean.tld
struts-html.tld
struts-logic.tld
nested-tags.tld
Transtats.jsp
Start
Microsoft Word - SW_TP_...
My Computer
Rational Rose - eWiSACW...
Web - Application De...
2:26 PM

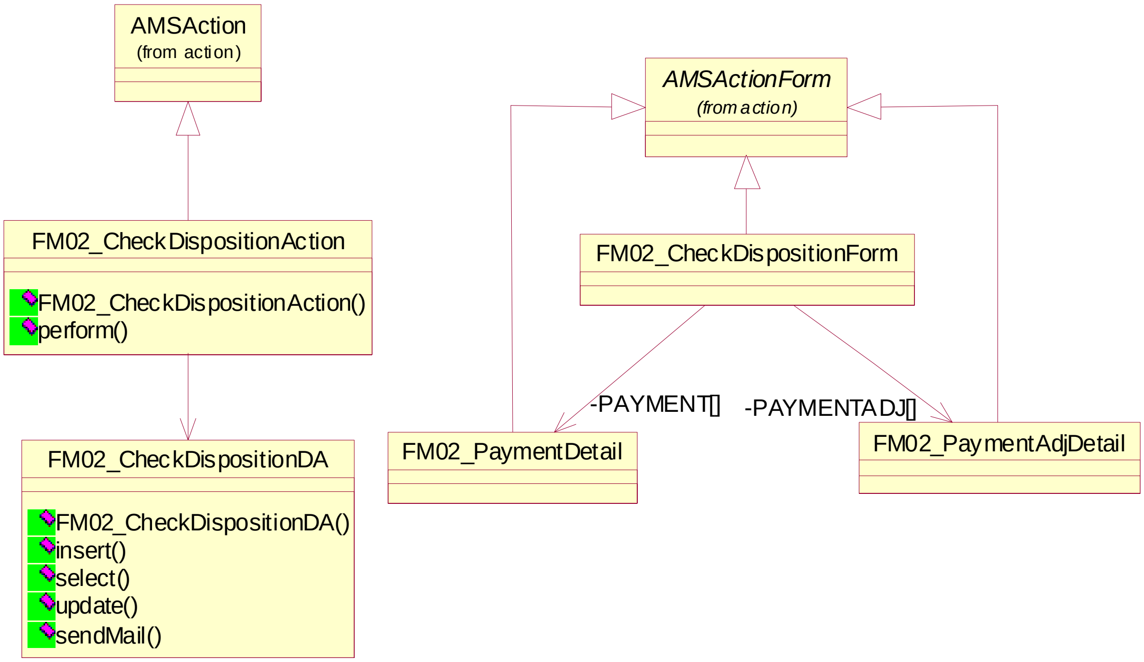
fm02_ReviewPendingChecks.jsp


Web - Application Developer
File Edit Perspective Project Window Help
Links
fm02_ReviewPendingChecks.jsp
app.tld
struts-bean.tld
struts-html.tld
struts-logic.tld
nested-tags.tld
Transtats.jsp
Start
Microsoft Word - SW_TP_...
My Computer
Rational Rose - eWiSACW...
Web - Application De...
2:28 PM

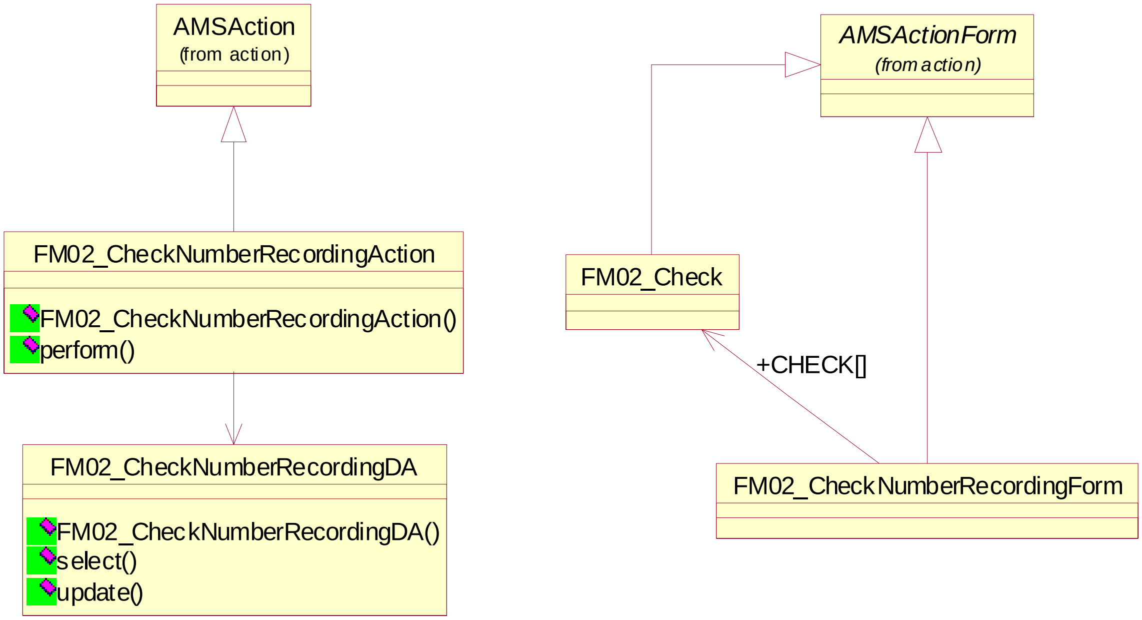
1.5.2 Java Components

Below are the Class diagrams for the FM02 (Checks) topic. There are four distinct “families”. They are shown in the following diagrams.

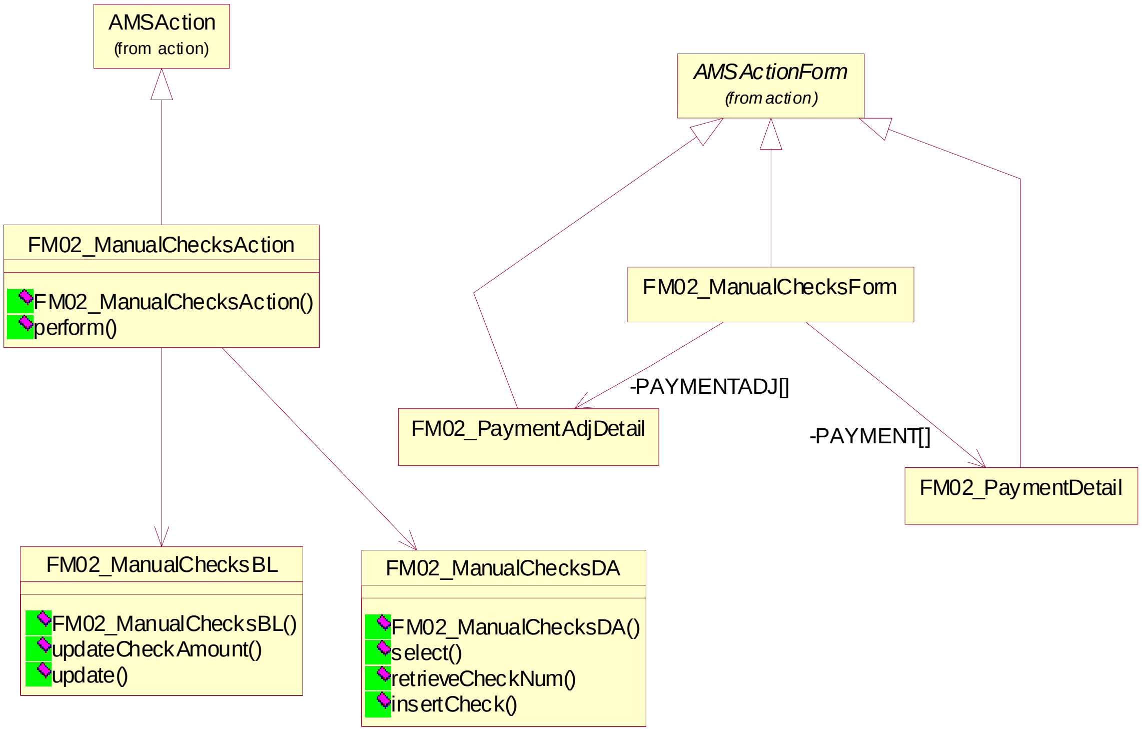
Main Classes involved in Check Disposition transactions.


AMSAction
(from action)
FM02_CheckDispositionAction
FM02_CheckDispositionAction()
perform()
FM02_CheckDispositionDA
FM02_CheckDispositionDA()
insert()
select()
update()
sendMail()
AMSActionForm
(from action)
FM02_CheckDispositionForm
-PAYMENT[]
-PAYMENTADJ[]
FM02_PaymentDetail
FM02_PaymentAdjDetail

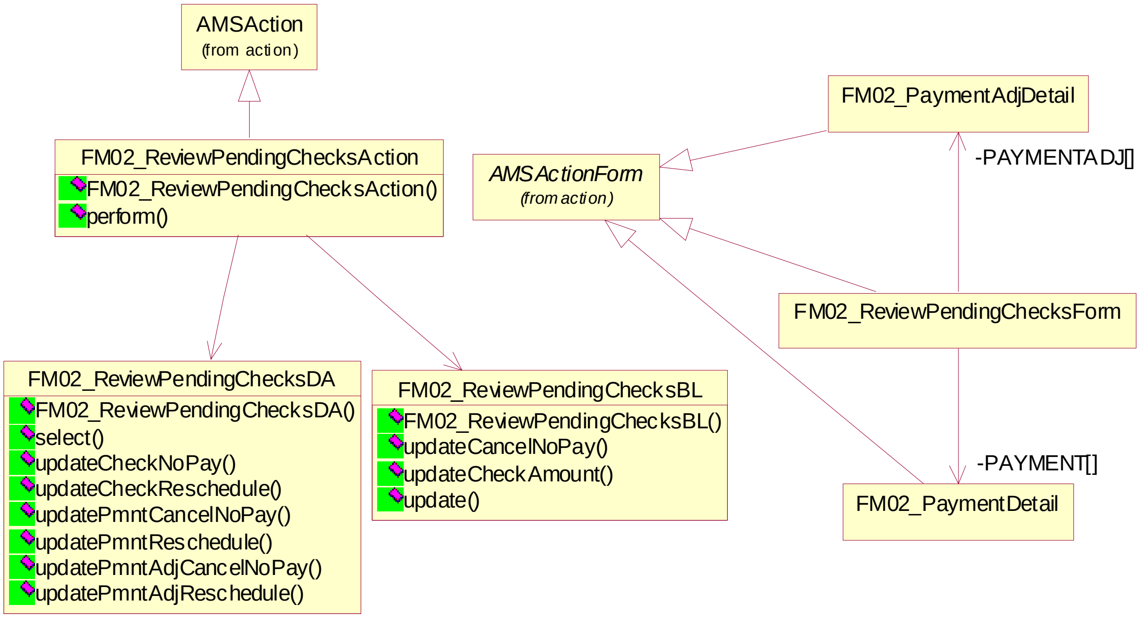
Main Classes involved in Check Number Recording transactions.


AMSAction
(from action)
AMSActionForm
(from action)
FM02_CheckNumberRecordingAction
FM02_CheckNumberRecordingAction()
perform()
FM02_Check
+CHECK[]
FM02_CheckNumberRecordingDA
FM02_CheckNumberRecordingDA()
select()
update()
FM02_CheckNumberRecordingForm

Main Classes involved in Manual Checks transactions.


AMSAction
(from action)
AMSActionForm
(from action)
FM02_ManualChecksAction
FM02_ManualChecksAction()
perform()
FM02_ManualChecksForm
-PAYMENTADJ[]
-PAYMENT[]
FM02_PaymentAdjDetail
FM02_PaymentDetail
FM02_ManualChecksBL
FM02_ManualChecksBL()
updateCheckAmount()
update()
FM02_ManualChecksDA
FM02_ManualChecksDA()
select()
retrieveCheckNum()
insertCheck()

Main Classes involved in Review pending Checks transactions.


AMSAction
(from action)
FM02_PaymentAdjDetail
FM02_ReviewPendingChecksAction
FM02_ReviewPendingChecksAction()
perform()
AMSActionForm
(from action)
-PAYMENTADJ[]
FM02_ReviewPendingChecksForm
FM02_ReviewPendingChecksDA
FM02_ReviewPendingChecksDA()
select()
updateCheckNoPay()
updateCheckReschedule()
updatePmntCancelNoPay()
updatePmntReschedule()
updatePmntAdjCancelNoPay()
updatePmntAdjReschedule()
FM02_ReviewPendingChecksBL
FM02_ReviewPendingChecksBL()
updateCancelNoPay()
updateCheckAmount()
update()
-PAYMENT[]
FM02_PaymentDetail

Below is a brief description of each of the Java Classes:

Type	Name	Comment
Action Class	FM02_CheckDispositionAction	Standard Action Class.
Data Access	FM02_CheckDispositionDA	Standard Data Access Class.
Form	FM02_CheckDispositionForm	Aggregate Data container for Check disposition information.
Form	FM02_PaymentDetail	Data container used to represent a payment item. This is used as sub form in other forms.
Form	FM02_PaymentAdjDetail	Data container used to represent a payment adjustment item. This is used as sub form in other forms.
Action Class	FM02_CheckNumberRecordingAction	Standard Action Class.
Data Access	FM02_CheckNumberRecordingDA	Standard Data Access Class.
Form	FM02_Check	Data container used to represent information about a check item, this is used as a sub-form.
Form	FM02_CheckNumberRecordingForm	Aggregate data container used to hold information necessary for check number recording.
Action Class	FM02_ManualCheckAction	Standard Action Class.
Data Access	FM02_ManualCheckDA	Standard Data Access Class.
Business Logic	FM02_ManualCheckBL	Standard Business Logic Class contains manual check update business rules.
Form	FM02_ManualCheckForm	Aggregate Data container used to hold Manual Check information. This form uses the payment and payment adjustment sub forms.
Action Class	FM02_ReviewPendingChecksAction	Standard Action Class.
Data Access	FM02_ReviewPendingChecksDA	Standard Data Access Class.
Business Logic	FM02_ReviewPendingChecksBL	Standard Business Logic Class contains pending checks business rules.
Form	FM02_ReviewPendingChecksForm	Aggregate Data container for Pending Check information. This

Type	Name	Comment
		form uses the payment and payment adjustment sub forms.